



Spring 2021 Club Fundraising Form

Return this **COMPLETED** form to the office of Student Activities and Advocacy, studentactivities@marin.edu

ALL FUNDRAISING ACTIVITIES MUST BE APPROVED BY THE OFFICE OF STUDENT ACTIVITIES AND ADVOCACY BEFORE THEY BEGIN.

You MUST complete an Activities Form for ALL fundraising activities.

Date Submit: _____ Organization/Club Name: _____

Activity (be specific): _____

Activity Date: _____ Location of activity: _____

GUIDELINES: **DUE TO COVID-19 ALL ON-CAMPUS ACTIVITIES AND IN PERSON FUNDRAISERS HAVE BEEN SUSPENDED**

- It is recommended that any food items intended for sale be purchased from or prepared by a traditional market/retailer.
- **Acknowledge review of Food Handling Guideline handout: Initials _____ Initials _____**
- Gloves **MUST** be used to serve any food items.
- If your event did not raise any funds, please enter "zero" below.
- For recurring events/activities a Club Fundraising form **MUST** be submitted to the Student Activities and Advocacy Office, studentactivities@marin.edu, for **EACH** activity date.

PROJECTED INCOME: Complete this section **BEFORE** your event.

- 1) Total cost of purchased supplies/items: \$ _____
- 2) Number of items **expected** to be sold: _____
- 3) Cost of items being sold: \$ _____
- 4) **Estimated** potential income: \$ _____

ACTUAL INCOME: This section **MUST** be completed and this form returned **AFTER** your event.

Fill in the following information during the fundraiser: **example** Number of items sold: 10 @ \$1.50 = \$15.00

Number of items sold: _____ @ \$ _____ = \$ _____

Number of items sold: _____ @ \$ _____ = \$ _____

Calculate the difference between the estimated potential income (#4 from above) and the actual funds collected from the fundraising event:

Total funds collected \$ _____ Estimated Potential Income \$ _____ = Difference \$ _____

ALL FUNDS RAISED AND COLLECTED MUST BE COUNTED & SIGNED OFF BELOW BY TWO CLUB OFFICERS IMMEDIATELY AFTER THE EVENT. IN PERSON DEPOSITS CAN BE MADE BY ARRANGEMENT WITH NEQUESHÉ DYER ON THURSDAY'S BETWEEN 10:00 AM AND 3:00 PM. PLEASE EMAIL ndyer@marin.edu

Actual TOTAL amount received: \$ _____ Signature: _____ Signature: _____

BAG NUMBER/DEPOSIT REFERENCE #: _____ Date: _____