



## FUNDRAISING PERMISSION FORM

There are a number of ways to raise money for your student organization. Some require Campus Activities approval and some do not. Please read this form carefully to be sure your organization is conducting business in accordance with UNCW policy.

General fundraisers such as bake sales and ticket sales for events hosted by the student organization will be approved through the Event Registration Form. If you sell an item (coupon books, tickets, etc.) and do not reserve space on campus for your sales, you do not need to fill out an Event Registration Form or the Fundraising Permission Form.

**Use the Fundraising Permission Form when your organization plans to contact area business or individuals for donations or sponsorships.**

### DONATIONS

Donations from a business or individual are tax deductible and therefore must be filed through Campus Activities & Involvement who will proceed to notify University Advancement so the donor may receive a tax deduction.

There are two kinds of donations:

#### **Monetary Contributions**

Have a big event coming up and need more funding? Consider mailing out a letter to alumni members of your organization to solicit donations or contact area businesses and see if they are interested in sending you a cash gift.

#### **In-Kind Contributions**

In-kind contributions are donations of equipment, supplies, or even free services such as printing. For example, if Harris Teeter donated food and plastic bowls to an upcoming chili cook-off your organization is hosting this would be considered an in-kind donation.

### SPONSORSHIPS

There are two ways to receive money through sponsorships:

**An area business may want to sponsor your organization...** Businesses may want to sponsor events or activities by giving a small dollar sponsorship of \$50, \$100, or perhaps more. In return, the business would like its logo placed on event advertisements, banners, tee shirts, or posters. These cash sponsorships are not gifts and are not tax deductible, but still should be filed through Campus Activities & Involvement. Please note that prior to ordering t-shirts or other promotional material you must contact the University Relations Department for design approval.

**Your organization may want to sponsor an off-campus vendor...** Businesses and companies, even non-profit organizations must pay money to reserve space at UNCW. They receive a deduction if they are brought onto campus by a student organization; however they must give the sponsoring student organization a pre-arranged percentage (minimum 15%) of their profits. In addition to this form the student organization must fill out a Vendor Sponsorship Agreement Form. **Credit card solicitors will not be approved.**

# FUNDRAISING PERMISSION FORM

Name of Organization: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Description of Fundraiser: \_\_\_\_\_

\_\_\_\_\_

## Sponsorships

1. If you plan to contact a business to sponsor your organization please supply the following information:

Business: \_\_\_\_\_ Phone: \_\_\_\_\_

Description of Desired Arrangement: \_\_\_\_\_

\_\_\_\_\_

2. If you plan to host a vendor on campus please fill out and attach the **Vendor Sponsorship Agreement Form**.

## Donations

Vendor/Person to be solicited: \_\_\_\_\_

Item/Amount to be solicited: \_\_\_\_\_

Vendor/Person to be solicited: \_\_\_\_\_

Item/Amount to be solicited: \_\_\_\_\_

When you wish to deposit monetary donations into your account notify the Business Manager that this is a donation so she can forward the deposit along to University Advancement. For in-kind donations, the Campus Activities & Involvement Business Manager will assist you with the procedure.

Please attach another sheet if necessary.

### For Office Use Only:

Campus Activities & Involvement Staff Representative

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by University Advancement  Approved with Modifications  Not Approved