



Barstow Community College – Associated Student Government

Fundraising Request Form

The purpose of this form is for clubs to request permission to fundraise from the Associated Student Government (ASG) of Barstow Community College. Authorization to fundraise must be granted prior to fundraising activity. Clubs may not advertise the fundraiser until it has been approved by ASG. Clubs must be active and in good standing. For more information, please refer to the Club & Advisor Handbook. Please keep a copy of this form for your reference. Turn completed documents in to the Director of Student Life, by email at studentlife@barstow.edu. **All fundraising activities must be submitted at least three (3) weeks in advance of the date the activity is scheduled to begin.** Additional time may be necessary for fundraising requests requiring Superintendent/President or Board approval.

CLUB INFORMATION

Club Name:

Advisor Name:

Advisor Phone:

Advisor Email:

Student(s) Contact:

Student Contact(s) Email:

FUNDRAISING INFORMATION

Date(s) of Fundraiser:

Location:

Describe your fundraiser (does it include outside organizations; travel?)

Will you need a cashbox? Yes* No

*If yes, please fill out a PO to request the amount of cash you will need.

What will the fundraising proceeds go toward? (ex: conference attendance, club events, etc.)

Club Minutes approving the fundraising by the club will need to be attached in order to process this request.

REQUIRED SIGNATURES

Advisor Signature:

Club President Signature:

OFFICE USE ONLY

Received by:

Date Received:

ASG Approval: Yes No Date:

If not, why?