

**Hawkeye Community College
Fundraising Approval Form**

Submit this form to the Student Activities office in the Brock Student Center **no less than two weeks prior** to fundraising event. This form must be completed in order to hold the fundraiser.

Note: Fundraising includes any form of collection, both monetary and in-kind donations.

Name of event:

Department or Club/Organization Sponsoring event:

Budget Account Code:

Date(s) and Time(s) of event:

Location of Event (if multiple locations, please include all):

Organizer Contact Information:

Name: _____ **Phone:** _____

Email: _____

Event description (please describe in detail):

Who will benefit from your fundraiser?

What do you plan on selling and where did you purchase it from? (Include companies' contact information)

If holding a donation drive, what will you be collecting?

Signature: _____ **Date:** _____

Student Activities Coordinator Signature: _____ **Date:** _____

Contact the Student Activities office with any questions at 319-296-4027
or email studentactivities@hawkeyecollege.edu.

Hawkeye Community College

Clubs & Organizations Fundraising Policies

Contracts

Students cannot enter into contractual agreements on behalf of Hawkeye Community College or their club/organization.

Food on Campus

Student clubs/organizations can order food through our on-campus food court (RedTail Café). The RedTail Café must be given first opportunity to cater any events on campus. You can set up a catering order through the CaterTrax system. Under no circumstances can prepared food be brought in and served to the student body.

Financial Information

Student clubs/organizations are expected to keep an accurate record of their financial activities. For any other questions or concerns on financial rules and regulations, please seek out Laura Thompson in the Business Office located in the lower level of Hawkeye Center or contact via email at laura.thompson@hawkeyecollege.edu or by phone at 319-296-2329 x1417. Clubs/organizations cannot exceed fund balance; any overage will be paid for by the club/organization advisor's department.

Sponsorship

Student clubs/organizations asking for sponsorships as a fundraiser will need to complete the sponsorship checklist as well as contact the Foundation Office located in the upper level of Hawkeye Center to assure there are no conflicts with the establishments being asked for sponsorships.