

Middlebury College Fundraising Application for Student Organizations

Date of Application: _____

Event Date(s): _____

Applicant's Name: _____

ID#: _____ Box#: _____

Student Organization: _____

Quick checklist –

Have you: Reserved space through Event Management?

Requested tables/chairs/etc. from Student Activities or Event Management?

Gotten permission from Dining Services if you are selling or distributing homemade food?

Contacted the Box Office if you plan on selling tickets and/or need a cash box?

Describe the activity or project. Include as much detail as possible including date(s), time(s), location, projected costs, name of charity (if applicable), theme, etc. Use additional pages if necessary.

Name of company distributing product (if applicable):

If an item has printing on it (e.g. artwork on a T-shirt), describe content and intended text:

Describe your advertising plan:

Note: Organizations who are fundraising for non-Middlebury causes and charities must clearly advertise the following: "This fundraiser does not benefit Middlebury College. Donations are not tax-deductible." This should be clearly stated on all fundraising advertisement such as fliers, Box Office descriptions, websites, etc.

Price or fee to be charged: _____

I attached all advertising materials (posters, flyers, etc.) for approval by Student Activities before distribution. I also confirm that in signing this form I acknowledge that I have read and understand the fundraising policies web page and agree to abide by them.

Print this form and submit to Student Activities, McCullough 230.

Applicant's signature: _____ **Date:** _____

Cluster Manager: _____ **Date:** _____

Director of Dining Services: _____ **Date:** _____
(required for fundraising involving the sale or distribution of food)

Student Activities: _____ **Date:** _____
(required)

Permit Number: _____

Flyers and Posters

Student Activities must pre-approve all flyers and posters prior to being distributed on campus. Flyers and publicity materials may **only** be posted on designated bulletin boards and public poster areas. Please refrain from posting flyers on doors, walls, windows, buildings, lamp posts, trees or stairwells. Flyers found in these locations will be removed by College staff. Fines and/or disciplinary action may result from violations. Be sure to remove your posters after the event/activity. For the complete policy please visit: go/postingflyers.