



Fundraising Activities Notification Worksheet

Name of club, department, or group _____

Type of fundraising activity _____
(Examples: Restaurant or online fundraisers, merchandise sales, events, raffle)

Date(s) of planned solicitation or activity _____

Name(s) of individual(s), business(es), or organization(s) being solicited (*use back for additional names*)

1. _____

2. _____

3. _____

4. _____

5. _____

Type(s) of solicitation(s) (check all that apply):

Donation Sponsorship Gift Certificate Items Raffle Event Other

Description of type of solicitation _____

Department/Org/Club activity contact: Name _____ Phone _____

Org/Club advisor contact: Name _____ Phone _____

Submitted by _____ Date submitted _____
(Signature)

Print Name _____

Approved by college administrator: _____ Date: _____
(Signature)

Print name of approving college administrator: _____

Approved by SMCCCF: _____ Date: _____
(Signature)

Please email completed sheet to: Tykia Warden at wardent@smccd.edu

*This worksheet is intended for the use of staff, faculty, students, and others who plan to solicit gifts or donations outside of the campus community and who plan to use the name of Cañada College, College of San Mateo, Skyline College, and/or San Mateo County Community College District as a part of the solicitation. **Note: all raffles must be approved by SMCCC Foundation at least two months before they take place. All raffle-related expenses and revenues must be reported to the Foundation within a week of the end of the raffle.** (The Foundation must report raffle expenses and proceeds to the California Department of Justice, which also licenses SMCCCF to conduct raffles.)*

Please provide additional sheets with detail as necessary.