



## 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](mailto: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. Please use the form at [foundation.smccd.edu/collaboration-raffles.php](http://foundation.smccd.edu/collaboration-raffles.php) for raffle reporting.** (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.*