



Associated Students of Bellingham Technical College

Striving for Student Success

Contact: asbtc@btc.edu | 360.752.8357 | Campus Center Room 300

Fundraising Event Approval Overview

A Fundraising Event Approval Form may be submitted by Programs, recognized Clubs, or recognized Organizations. Clubs and Organizations must be annually recognized by ASBTC prior to Fundraising Event Approval Form submission.

Timeline:

All requests for approval of fundraising must be submitted to Student Life, at least thirty (30) days before the event. All completed fundraising forms must be approved by Student Life and the Vice President of Student Services.

Expectations and Process:

- Read and understand the [Student Fundraising Procedures](#) document
- 1. Follow all timelines
- 2. Submit all forms
 - Utilize the Fundraising Deposit Form (pages 4-5) [Student Fundraising Procedures](#) document) when depositing funds/revenue
 - Submit completed Fundraising Event Approval Form to Student Life for approval
- 3. Student Life will forward approved fundraising applications to the Vice President of Student Services
- 4. The Vice President of Student Services has final approval of all fundraising activities. The Vice President of Student Services will communicate approval decision to Student Life within one (1) week of submission
 - By submitting this Fundraising Event Approval Form, you consent to follow all the directions and expectations in the [Fundraising Procedures](#) document

Bellingham Technical College does not discriminate on the basis of race, color, national origin, religion, gender identity or expression, sex, disability, veteran status, sexual orientation, age, or genetic information in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Executive Director for Human Resources, 3028 Lindbergh Avenue, Bellingham, WA 98225, 360.752-8354. BTC publications are available in alternate formats upon request by contacting the Accessibility Resources office at 360.752-8345.



Fundraising Event Approval Form

ASBTC Recognized Club / Organization: YES NO

Program / Club / Organization Name: _____

Student Coordinator: _____

Faculty / Advisor: _____

DATE/TIME OF EVENT: _____

LOCATION: _____

Submission of fundraising activity approval application form confirms that you agree to follow all the directions and expectations in the Fundraising Procedures document.

Description of Fundraising Event:

Purpose/Intent of Monies to be Collected:

Student Life Use Only:

REVIEWED AND APPROVED:

Department Code: _____

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_____	Date _____
Student Life Director	
_____	Date _____
Vice President of Student Services	
Comments:	

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