



Associated Students of Bellingham Technical College

*Striving for Student Success*

Contact: [asbtc@btc.edu](mailto:asbtc@btc.edu) | 360.752.8357 | Morse Center Room 221

## 2024-2025 Fundraising Activity Approval Information

Fundraising Activity Approval Applications may be submitted by Programs, recognized Clubs, or recognized Organizations. Clubs and Organizations must be annually recognized by ASBTC prior to Fundraising Activity Approval Application 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:**

1. Read and understand the Student Fundraising Procedures document
2. Follow all timelines
3. Submit all forms
4. Utilize the Fundraising Deposit Form when depositing funds/revenue
5. Submit completed Fundraising Activity Approval Applications to Student Life for approval
6. Student Life will forward approved fundraising applications to the Vice President of Student Services
7. 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
8. By submitting this Fundraising Activity Approval Application, you consent to follow all the directions and expectations in the Fundraising Procedures document



## 2024-2025 Fundraising Activity Approval Application

**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: \_\_\_\_\_

\_\_\_\_\_  
Student Life Director

Date \_\_\_\_\_

\_\_\_\_\_  
Vice President of Student Services

Date \_\_\_\_\_

**Comments:**

Bellingham Technical College does not discriminate on the basis of race, ethnicity, creed, color, sex, gender identity or expression, citizenship or immigration status, national origin, age, religion, disability, veteran or military status, sexual orientation, genetic information, the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability, pregnancy, marital status, or any other characteristic protected by federal, state, or local law in its programs, activities, and services. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director for Human Resources Allison Mack, 360.752.8354, or [hr@btc.edu](mailto:hr@btc.edu). For Title IX/Section 504 compliance, contact: Vice President of Student Services Michele Waltz, 360.752.8440, or [title9@btc.edu](mailto:title9@btc.edu). Mailing address: 3028 Lindbergh Avenue, Bellingham, WA 98225. BTC publications are available in alternate formats upon request by contacting the Accessibility Resources office at 360.752.8576.