

Associated Students of Bellingham Technical College

Striving for Student Success

Contact: asbtc@btc.edu | 360.752.8357 | Morse Center Room 221

2024-2025 Fundraising Activity Approval Information

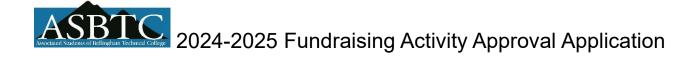
Fundraising Activity Approval Applications may be submitted by Programs, recognized Clubs, or recognized Organizations. Clubs and Organizations must be annually recognized by ASBTC prior to Fundraising Activity Approval Application submission.

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



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

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