



**CPHS STUDENT FUNDRAISING AND COMMUNITY SERVICE FORM**

We would like to support you with your fundraising and community service efforts. In order for us to do this, please submit this for to the Student Affairs Office in Cline 106 **at least one week** before the fundraiser announcement goes out to students.

**Name of Event:** \_\_\_\_\_

**Organization(s) sponsoring the event:** \_\_\_\_\_  
\_\_\_\_\_

**Organizer Contact Information**

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Date(s) & Time(s) of Event:** \_\_\_\_\_  
\_\_\_\_\_

**Location of Event:** \_\_\_\_\_

**Fundraiser or Community Service Event (Please describe in detail):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Who will benefit from the profits of your fundraiser or community service efforts? (Please list contact information of off-campus businesses or organizations):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Where did you purchase your items for sale? (Please include company's contact information):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Are you utilizing College supplies for your fundraising or community service event?**      Yes    No

**If yes, what supplies are you utilizing?** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Are you communicating with Alumni?**      Yes    No

If yes, please contact Emily Westergaard at [emily.westergaard@drake.edu](mailto:emily.westergaard@drake.edu) to notify her of your fundraiser and involvement with Alumni.

**How will you communicate with the student body/faculty/staff?**

- Weekly Announcements: Please contact Kelli Woods ([kelli.woods@drake.edu](mailto:kelli.woods@drake.edu)) with the text you want included in the announcements.
- Table in Cline Lobby: Dates: \_\_\_\_\_
- Signs: Do not post signs on Cline walls. Signs can be posted on the appropriate pillar in Cline. Please remove promptly after fundraiser.
- Other: \_\_\_\_\_

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\_\_\_\_\_