



NVC STUDENT CLUB FUNDRAISING REQUEST FORM

District Auxiliary Services can assist you with promotion and other services related to your fundraising campaign. Please let us know what you're planning!

(We also need to verify your activity is allowable under college policy.)

Student Club Name _____

DAS Account Number _____

Club President _____

Club Treasurer _____

Club Advisor _____

Advisor Phone Number/Email _____

Name of Fundraising Activity _____

Date(s) of Fundraising Activity _____

Location of Fundraising Activity _____

Please describe your planned activity/event. Include number of students/employees involved,

Purpose for funds raised.

Identify from whom you will be soliciting support. (General description of mailing list or audiences).

Will a business or commercial vendor be participating in your event? Yes No
If yes, please describe their role and provide contact information.

FUNDRAISING APPROVAL: *(obtain in order)*

1. _____ 2. _____ 3. _____
Club Advisor Signature/Date ASNVC Coordinator Signature/date NVC DAS Director Signature/Date

NOTE: Completed form should be submitted to DAS/Enterprise and Auxiliary Services (EAS) Room 861, HEOC Building 800, or at enterprise.services@napavalley.edu, prior to the event or campaign. The more lead time we have, the more we can promote your fundraiser. Please call 707-256-7113 for questions or to discuss your project.