Southern Adventist University: Advancement Office

FUNDRAISING APPLICATION FORM
Student Clubs: Event with Sponsorship Solicitations

☐ Hosting Fundraising Event
☐ Fundraising Event with Sponsorships

1. Student Club Name: _____
2. Event Type: _____
3. Fundraising, Start date: _____ End date: _____
4. Fundraising Goal: $_____
5. What is your Club GL# _____
6. Who is your Club Treasurer? _____
7. Who is making the solicitations? (attach the solicitor's signed forms) _____

   _____
8. Solicitation method? ☐ Crowdfunding/Online ☐ Letter/Email ☐ Phone ☐ Face-to-Face
   ☐ Registration Fee ☐ Other: _____
9. List any organizations or companies you plan to work with or solicit: _____

   _____
10. Attach marketing poster, solicitation letter, or web advertisement links:_____
11. Attach Fundraising Guidelines page, signed by every solicitor, # of Forms attached: _____

We have read and understand the *Cancellation and Project Funding Policies* and will communicate this to all solicitors involved in the project outlined above.

Submitted by (Name)	Signature	Email	Date

Faculty/Staff Project Sponsor	Signature	Email	Date

Hosting a Fundraising Event
Required for Fundraising Event

1. Event Name:_____
2. Event Date: ____/___/_____
3. Event Location:_____
4. Location has been secured for the specified date: YES / NO
5. Will you accept gifts the day of the event? YES / NO
6. Who will be the beneficiary of the funds raised at the event?_____

STEPS TO BE FOLLOWED

Check:

_____1. Submit the Fundraising Application Form at least two weeks prior to project to allow for the approval process.

_____2. Submit application to Advancement along with all required attachments. Email advancement@southern.edu or deliver to Wright Hall 4th Floor. suite 4100.

_____3. Advancement Committee meets the **second Tuesday of every month.**

_____4. Advancement Committee reports voted action and sends copy of the approved Application form to Student Development, Student Club contact & Faculty Sponsor when approved.

_____5. All funds will be received to the club account through the Accounting office.

Fundraising request: ☐ Approved ☐ Denied ☐ Tabled, need more information

Advancement staff member contact: _____

Email: _____ Phone: _____

_____ _____
Vice President for Advancement Date

FUNDRAISING GUIDELINES for All Solicitors

Each solicitor must read and sign the **Cancellation and Project Funding Policy** below:

Unless otherwise agreed upon, solicitations will be limited to those identified in the submitted application and appendix. There will be no solicitation of corporations, businesses, or foundations, unless first cleared with the appropriate staff member of the Advancement team. This is to avoid duplicate solicitations from Southern Adventist University campaigns and projects to said entities.

If the solicitors* are not successful in reaching the fundraising goal, the project or event will be canceled or postponed until sufficient funds are raised to allow the project or event to take place. Furthermore, a tax-deductible gift, legally cannot later be transferred to another account, be returned, or refunded to the donor, whether or not the project is canceled or postponed. This point MUST be made clear to donors to your project (i.e. in project materials and personal solicitations). All tax-deductible donations are non-refundable.

For gifts to be tax-deductible, they must be given to a specific, approved project (unless the gift is intended for general operations of the university). Donors' checks are to be written to Southern Adventist University or SAU. On the memo line, donors note only the name of project. **To ensure tax-deductible gifting, personal names cannot be indicated.**

All gifts are to be submitted immediately to Advancement for official receipting, donor acknowledgment, and processing to the project's account.

Keep Advancement staff informed of your project's process, challenges, and outcomes; especially if you experience questions that necessitate assistance.

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Southern Adventist University Statement on Contributions

Southern Adventist University accepts contributions, whether by gift, device, or bequest, consistent with its general tax-exempt purposes. These contributions may be given directly to any official university organization or activity. However, they may not be directed for any individual employee or student use.

Contributions made for an intended purpose, such as a mission or service trip, will be used as specified. However, all contributions shall become the sole property of Southern Adventist University and are **non-refundable under all circumstances**. As such, the university reserves the right, in the event that the intended purpose is delayed or cancelled, to use the contributions as it may deem best in its sole and complete discretion so as to ensure that the funds will be used consistent with the tax-exempt purposes of the university.

CANCELLATION AND PROJECT FUNDING POLICY

1. ***All tax-deductible gifts are non-refundable***, even if the project or event is canceled or postponed. In such cases, the tax-deductible gift received will be used for a similar project sponsored by the same club, school, or university entity.
2. Tax-deductible gifts will go to support the project or event, not an individual soliciting the gift.
3. A Gift directed to a specific student is ***not considered a tax-deductible gift to Southern Adventist University***. Such gifts will not receive a tax-deductible receipt.
4. Tax-deductible gifts should be submitted ***immediately*** to Advancement for processing.
5. I have read and understand **Southern's Statement on Contributions**.

Gifts can be

■ Mailed:
Advancement
Southern Adventist University
P.O. Box 370
Collegedale, TN 37315

■ Called in to Advancement:
423.236.2772

■ Made online at:
southern.edu/giveclubs

I have read and agree with these statements:

Solicitor Name *(Print)* (Individual)	Signature	Date

Cancellation and Project Funding Policy

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Therefore, I agree that:

1. ***All tax-deductible gifts are non-refundable***, even if the project or event is canceled or postponed. In such cases, the tax-deductible gift received will be used for a similar project sponsored by the same club, school, or university entity.
2. Tax-deductible gifts will go to support the project or event, not an individual soliciting the gift.
3. A gift directed to a specific student is ***not considered a tax-deductible gift to Southern Adventist University***. Such gifts will not receive a tax-deductible receipt.
4. Tax-deductible gifts should be submitted ***immediately*** to Advancement.
5. I have read and understand Southern's Statement on Contributions.

**Solicitors are those involved in any fundraising event.*

Sponsor Name *(Print Name)*	**Sponsor Signature**	Date

Solicitor Name *(Print Name)*	**Solicitor Signature**	Date
Solicitor Name *(Print Name)*	**Solicitor Signature**	Date
Solicitor Name *(Print Name)*	**Solicitor Signature**	Date
Solicitor Name *(Print Name)*	**Solicitor Signature**	Date
Solicitor Name *(Print Name)*	**Solicitor Signature**	Date
Solicitor Name *(Print Name)*	**Solicitor Signature**	Date
Solicitor Name *(Print Name)*	**Solicitor Signature**	Date

(Group)