**Philanthropy Fundraising Permit**

**Faculty – Staff – Student**

Rollins supports and encourages fundraising and philanthropic efforts. In order to host a fundraiser please complete this application and submit for required approval.

**Directions**

* Application must be submitted to Meredith Hein, Room 319 Mills Memorial Hall, for approval seven (7) business days prior to event.
* When you take the cash you’ve collected to the cashier’s window, you will need to have this permit with you.
* Funds should be turned into the cashier by the close of the next business day after fundraising end date.
* A copy of your approved permit must be displayed at fundraising site, and a copy of the permit must be given to the nonprofit organization for which you’re holding the fundraiser.

**Fundraiser is part of: \_\_\_\_ Academic Course \_\_\_\_ On-Campus Department**

Purpose of the event: (Describe why you are holding this fundraising event and what organization will benefit.)

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Location: (Identify where you be holding the fundraiser—campus facility or off-site location.)

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Date(s) of the fundraising event:

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Course or On-Campus Department hosting fundraiser:

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Organizer of Fundraiser: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty name (if part of an academic course): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and contact information for a representative from the nonprofit organization which will benefit from this fundraiser:

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**Approval**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Fund number Org number ACT

**Questions? Please contact Meredith Hein– 407.691.1021, mhein@rollins.edu.**