

FUNDRAISING



Request to Conduct Fundraising Activities

Club Name:

Campus:

_____ Gary _____ East Chicago _____ Valparaiso _____ Michigan City

Activity Description: (give as much detail as possible, using the back if necessary)

Dates of Activity:

Approval

_____ Date: _____
Club/ Organization Advisor

_____ Date: _____
Director of Student Life, Development & Leadership

_____ Date: _____
Vice Chancellor of Student Affairs

NOTES:

If this fundraising activity will be conducted at an **outside location**, or will involve any **outside vendors or guests on campus**, you must also complete the **Activity Request Form**.

Raffles are not permitted in any form for fundraising activities. Under Indiana State Law, raffles are considered gambling. Raffles are prohibited under **Indiana’s Charitable Gaming Law (IC 4-32.2)**.

Homemade food products are not permitted for fundraising activities (this excludes Ivy Tech’s Culinary Depts.)

Per our vending contract, we are not permitted to sell any products that would compete with **the same products in our vending machines**. Please check on product types before selecting a fundraising product.