Fundraiser Registration Form
GCC Clubs and Student Life

This form is due to Student Life, C216, at least one week before the fundraiser begins. Please note: GCC does not provide reimbursement. Please see Mary McEntee in Student Life (C216) in order to purchase supplies.

Club name: ____________________________________

Today’s date: ____________

Student name: ________________________________________


Phone: __________________________  Email: ________________________

List all participating GCC clubs : ________________________________


Purpose of the fundraiser: _________________________________________________________________

*If a business or organization is receiving the fundraised money, please list info here:
   Business/Organization: __________________________
   Point of contact: __________________________

Date, time, and location of fundraiser: ______________________________

Have you reserved space?   Yes    No

Type of fundraiser (bake sale, raffle, etc…): ________________________________

*If a raffle is taking place, please see specific raffle rules noted in the fundraiser policy. Failure to follow rules outlined by the Commonwealth of MA could result in significant fines being levied.

By signing below, the club advisor and student leader state they are aware of, and will abide by, the GCC Fundraiser Policy outlined for GCC Clubs.

Advisor signature: __________________________  Student signature: __________________________

Event Summary
To be completed by a club representative within two business days after the event. All monies earned as part of the fundraiser should be submitted at the same time to Student Life along with a donation letter from the club.

Gross income: ____________  Expenses: ____________  Net income: ____________

Number of tickets sold: _______  Cost per ticket: ____________  5% raffle tax: ____________

Prizes awarded and names of winner: __________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

Office use only

Received in Student Life by: __________________________  Date: ____________

Student Life review: approve  deny  Reason: __________________________

President’s Staff review: approve  deny  Reason: __________________________

Deposit received in Student Life by: __________________________  Amount: __________________________  Date: ____________

Event Summary
To be completed by a club representative within two business days after the event. All monies earned as part of the fundraiser should be submitted at the same time to Student Life along with a donation letter from the club.

Gross income: ____________  Expenses: ____________  Net income: ____________

Number of tickets sold: _______  Cost per ticket: ____________  5% raffle tax: ____________

Prizes awarded and names of winner: __________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

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