

## **[Insert Club Name] Fundraiser Proposal**

**Please attach the flier of the fundraiser**

**Proposal submitted to:** Student Life Coordinator

**Department:** Student Life & Development

**Room:** G-510/ G-516

**Contact Number:** (718)-260-5391

**Email Address:** [Studentlife@citytech.cuny.edu](mailto:Studentlife@citytech.cuny.edu)

**Proposal submitted by:** [Officer Full Name & Position]

**Room:** [Club Room]

**Contact Number:** [Officer Number]

**Email Address:** [Officer City Tech Email]

**Date:** [Date of Fundraiser]

**Time:** [Time of Fundraiser]

**Location:** [Where is the fundraiser taking place]

**Type of Collection:** Cash Only

**Collection Handled by:** [State who will be collecting the cash]

**Purpose of the Fundraiser:** [State why the fundraising is taking place & what will the money be used for]

**Items being sold & price:** [State the items you are looking to sell, quantity and the price of each item. A chart could be used to break it down.]

**Expected amount to be raised:** [How much are you expecting to deposit into the club account at the Bursar's Office]

### **[Insert Club Name] Signatures**

**President** *[insert name]:*

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**Vice-President** *[insert name]:*

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**Secretary** *[insert name]:*

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**Treasure** *[insert name]:*

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**Faculty Advisor** *[insert name]:*

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