

Lincoln Memorial University – DeBusk College of Osteopathic Medicine

Club Fundraiser Policies & Request Form

Return this form to Caleb Arnold (Harrogate) or Laura Painter (Knoxville)

Email – dennis.arnold@lmunet.edu & laura.painter@lmunet.edu

Club Fundraiser Policies

- Clubs are encouraged, but not required, to complete 1 fundraiser per year.
- Clubs that would like to do more than 1 fundraiser will be handled on a case by case basis.
- Clubs may only sell items to students, faculty & staff at their respective campus.
- Select 1 of 7 available fundraising seasons to hold your fundraiser. Select a season that best lines up with the type of item/apparel your club is selling. Fundraiser request forms must be submitted BEFORE the 1st day of the season clubs want to sell during.
 - August 2 – September 1
 - September 1 – October 1
 - October 1 – November 1
 - November 1 – December 1
 - January 3 – February 1
 - February 1 – March 1
 - March 1 – April 1
- When requesting a fundraiser, clubs must return this **completed** form along with **pictures** of the items to be sold to their respective Student Activities Coordinator.
- If the vendor being used for the club fundraiser is new, a club representative must request a W9 form from the company and email it to the respective Student Activities Coordinator along with the fundraiser request form.
- Student Activities Coordinators will make payment links to sell your items on based on the information clubs provide in the fundraiser request form.
- Order quantities will be communicated to club leaders by the Student Activities Coordinators at the end of the selling period. Club leaders can then proceed with the ordering process with the respective vendor.
- Clubs are responsible for communications with vendors, including requesting quotes & final invoices. Send all quotes/invoices to your S.A.C. Student Activities Coordinators will request a purchase order from LMU Finance and send the purchase order to the club representative to fulfill the order.
- All *final* invoices need to be sent to the Student Activities Coordinators to ensure payment has been fulfilled.
- Distribution of club fundraiser items is the responsibility of the club. Clubs may reserve distribution dates/times in the DCOM building with their Student Activities Coordinator.
- Choice of club fundraiser items are fist come, first serve. Similar items among clubs are fine, but duplication of items are discouraged.

Club Fundraiser Request Form

Fill out the information below to submit your fundraiser request form.

Current Date: _____

Name of Organization: _____

Organization contact name: _____

Organization contact email: _____

Name of fundraiser: _____

Fundraiser Type (Merchandise, Event, or Other): _____

Vendor being used: _____

Vendor contact email: _____

Fundraising Season: _____

Payment Deadline Date: _____

Description of fundraiser and items to be sold, including purpose of the fundraiser. Include price per item, size options, and any other details your club needs to communicate.

Suggested Approved Vendors:

- All Star Trophies & Screen Printing (apparel)
- Formscorp (promotional items)
- Apex Apparel (apparel)
- Threds (apparel)
- The Graphic Cow (apparel + complementary graphic design)
- 4IMPRINT (promotional items)
- Ideal Print Shop (promotional items)

Student Activities Coordinator Approval: _____

Date: _____