

# HGTC Student Organization Fundraising Approval Form

Date of Request: \_\_\_\_\_ Student Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Contact Person Email: \_\_\_\_\_

Description and Type of Fundraising Event ***in detail: Please attach additional sheets, flyers, etc.***

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Proposed Day and Date of Event: \_\_\_\_\_

Proposed Time of Event: \_\_\_\_\_ Campus: \_\_\_\_\_

Proposed Location on Campus: \_\_\_\_\_

Will there be a speaker? Yes \_\_\_\_\_ No \_\_\_\_\_ Who? \_\_\_\_\_

Will the media be invited? Yes \_\_\_\_\_ No \_\_\_\_\_ Which? \_\_\_\_\_

Is food involved? Yes \_\_\_\_\_ No \_\_\_\_\_ Will it be sold? \_\_\_\_\_

If food is involved have you read and agreed to the HGTC Food Sale Requirements? Yes \_\_\_\_\_ No \_\_\_\_\_

Additional information not mentioned above, including how the funds raised will be used:

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Student Organization Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Academic Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Academic Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Student Engagement: \_\_\_\_\_ Date: \_\_\_\_\_

VP For Student Affairs: \_\_\_\_\_ Date: \_\_\_\_\_

College President or Designee: \_\_\_\_\_ Date: \_\_\_\_\_

**A full time organization advisor must be present for all club sponsored meetings and/or activities that will take place on college property after normal business hours, as well as all off-campus activities sponsored by the club.**

*\*It is important for organizational leaders to be in contact with their supervisor about planned activities.\**

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## **HGTC Fundraising Food Sale Requirements**

Unless the food is prepared by a DHEC certified vendor a sign or placard stating "Homemade" must be posted at the Food Sale table.

All foods must be protected from unnecessary handling, airborne contamination, pets, and pests. All foods should be placed in food storage bags or containers, wrapped with new food grade plastic, wax paper, or foil, or dispensed from a covered food storage container.

Individuals shall thoroughly wash their hands before conducting the sale and after any act that could contaminate their hands, such as coughing, eating, or using the restroom.

Bare hand contact with the food items is not allowed and should be avoided through the use of plastic gloves, tissues, bags, or utensils (tongs/spoons).

Donors are encouraged to identify/label any product that contains any major allergen. Major allergens include peanuts (peanut butter), eggs, wheat, soybeans, milk and milk products (e.g. butter, buttermilk, cheese) and tree nuts (e.g. almonds, pecans, walnuts, cashews).

The event organizer should retain a list of who donated what food items or have items labeled with the baker's name in order to identify the source of the product.

Good standards of housekeeping and hygiene are expected of persons operating a food sale. All foods should be displayed on clean counters and the sale area maintained in a clean and sanitary condition. Additional consumer food safety information can be obtained by visiting [www.foodsafety.gov](http://www.foodsafety.gov).