CLUB FUNDRAISING

AND EIN REQUEST FORM

Submitting this form does not authorize fundraiser registration or use of ASI's Employer Identification Number (EIN).

Written approval from an ASI finance representative is required before you sign up for the fundraiser and before ASI provides its EIN. If approved, ASI will provide the EIN and/or donor letter with instructions.

CLUB INFORMATION

Club name

ASI club account number (if known)

Club officer / representative name and role

Contact email

Contact phone

FUNDRAISER DETAILS & REQUEST

Fundraiser name

Request date

Fundraiser start date

Fundraiser end date

Fundraising goal ($)

Location, host, or online fundraising platform (include website, if applicable)

Purpose of the fundraiser and how the money raised will be used

Will you need ASI's EIN to register for or conduct this fundraiser? ☐ Yes ☐ No

Do you need ASI to prepare a donor acknowledgment letter? ☐ Yes ☐ No

APPROVAL CONDITIONS & CLUB AGREEMENT

Requests may be denied if the club is a chapter of a national organization; already has its own EIN or registered nonprofit status; works with a vendor whose legitimacy, reliability, or business practices raise concerns; or proposes political fundraising or activities that conflict with ASI's charitable purpose or tax-exempt status.

I agree to follow ASI fundraising and financial guidelines and to wait for written approval before registering for this fundraiser. If approved, I will use ASI's EIN only for this fundraiser and deposit all checks and proceeds into the club's ASI account as instructed.

Club representative signature

Date

Club advisor signature

Date

ASI FINANCE OFFICE REVIEW & APPROVAL

Completed by ASI Finance representatives only.

Decision: ☐ Approved ☐ Denied ☐ More info needed

Reason denied:

Finance representative name / title

Finance representative signature

Date

Staff follow-up: ☐ EIN provided ☐ Donor letter issued ☐ Club notified

Approval applies only to the fundraiser listed above. ASI will provide the EIN and instructions separately.