

## **SCHOOL/CLASS FUND RAISING**

Requests to have school/class fund raising projects must be submitted in writing to the Director of Nursing Education at least ten (10) working days prior to the beginning of the month of the event. The request must be dated and include:

1. sponsoring group
2. description of event or project
3. purpose
4. date(s) of event or project
5. location of event or project
6. chaperone name(s) (if applicable)
7. advertisement methods
8. signature of class/student body officer and faculty advisor

The request will not be processed until the procedure is completed as noted.