



United Tribes Technical College (UTTC)
Student Organization Fundraising Permit Form

- The Club Advisor is responsible for submitting this completed form along with all required documents at least 2 weeks prior to the fundraising event.
- Submission must be made via Adobe Sign to the VP of Campus Services, with CC to the SGA Advisor: sga@uttc.edu

SECTION 1: EVENT & ORGANIZATION DETAILS

Club/Organization: _____

Type of Fundraiser: (Check all that apply)

Advisor: _____

Food/Bake Sale

Event Name: _____

Raffle Bingo (Both Require ND Local Permits)

Event Date(s): _____

Concessions/Pre-Packaged Goods Sales

Event Time(s): _____

Merchandise Other: _____

Event Location: _____

Will this event involve food sales? Yes No

SECTION 2: CONTACT INFORMATION

Student Name (Requester): _____

Club Advisor (Facilitator): _____

Email: _____

Email: _____

Phone: _____

Phone: _____

SECTION 3: ATTACHMENTS CHECKLIST

Please confirm all required documents are attached:

- Menu & Selling Prices of food, apparel/merchandise, supplies, and materials (if applicable)
- Copy of Approved ND Local Permit for Raffles & Bingo (if applicable)
- Submit Facility Use Inquiry Form (Optional - 5 Tribes Community Kitchen)
- Guidelines and Contract for Kitchen Facilities (if applicable - 5 Tribes Community Kitchen)
 - Food handler certificate(s) for all food handlers (required)
 - Facility Clean-Up Checklist (completed post-event)
 - There is a \$150 cleaning fee if the kitchen is left in unsatisfactory condition.

SAFS classes have priority use; no access before 5 PM on Tuesdays/Thursdays.

By signing, I agree to comply with UTTC policies for finance, catering & food distribution, branding, and social media.

Advisor Signature:

VP Campus Services Signature:

Date:

Date:
