



*From the desk of  
Dr. Joe C. Hocking, Assistant Dean  
Cab Calloway School of the Arts*

**FUNDRAISING GUIDELINES** (additional requirements found at top of application)

1. ALL fundraising applications (including bake sales) must be approved by Dr. Hocking **TWO WEEKS PRIOR** to the start date. Applications must include the advisor's signature when submitted by a student group such as Student Government.
2. Applications can be found online at the Cab website. Click on Student Info, click on Introduction, scroll down to Forms. One is also included with this memo.
3. All major fundraisers (e.g. Joe Corbi's, Mr. Money) to be conducted in the first semester need to be submitted by September 30<sup>th</sup> this includes all clubs and booster organizations. Major fundraisers to be conducted in the 2<sup>nd</sup> semester should be submitted by December 21.
4. Bake sales will be scheduled on a marking period basis only. Bake sales lasting longer than a marking period will require completion of a new application – no exceptions.
5. No candy sales of any type permitted.
6. Cab's Master Fundraising Calendar can be accessed through the Cab website by clicking on events. This calendar will let you see what fundraisers are scheduled as well as the start and end dates of each.

Thank you in advance for your attention to the fundraising guidelines.

Joe