



FUNDRAISING REQUEST

Submit Completed Application to Student Affairs

For Office Use Only:

Date Received ____/____/____

By: _____

Please Print. Submit completed application to the Office of Student Affairs. Requests will not be considered unless all information is submitted with the request.

Name of Organization/Club _____ Date of Submission ____/____/____

Location of Event _____

Date of Event _____

Coordinator of Event _____

Coordinator's Contact Information _____

Describe Fundraiser: _____

How do you plan to secure the money collected after the fundraiser? _____

Cost of items/services from vendor: _____

Projected revenue for this fundraiser (after expenses): _____

Please indicate the use of funds that are raised: _____

**If for a charitable cause, a donation receipt must be submitted to the Office of Student Affairs within two weeks of the fundraiser or the Club/Organization will not be allowed to hold future fundraisers for charitable causes.

Approval Signatures:

Club Representative: _____

Date: _____

Club Advisor: _____

Date: _____

Assistant Dean of Students _____

Date: _____

For Office Use Only:

Date approval was e-mailed to Coordinator: ____/____/____

Distributed to:

- Café
- Institutional Advancement
- Security

Date Maintenance/Security was notified:

____/____/____

This form must be completed and approved 3 weeks prior to the scheduled fundraising event or you will not be allowed to hold the fundraiser.