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: _____

Dean of Student Affairs _____ 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 <u>3 weeks</u> prior to the scheduled fundraising event or you will not be allowed to hold the fundraiser.