STUDENT ORGANIZATION FUNDRAISER FORM

Recognized student organizations are allowed to participate in fundraising activities. This form registers two types of fundraising; (1) sales and (2) solicitation of donations. Please complete the following and return it to the Assistant Director of Student Activities at least two weeks prior to the scheduled event or solicitation. Completion of this form does not guarantee approval of your fundraiser; you will receive approval from the Office of Campus Life via email.

Organization Information
Name of Organization ____________________________________________
Contact __________________________________________ Phone ____________________________
Email _______________________________________________________

State your purpose for fundraising (please be specific):
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Sales
Items/products to be sold (please check all that apply)
☐ Bakery/Food Items
☐ T-shirts
☐ Event Tickets
☐ Raffle Tickets
☐ Other (Please describe)____________________________________

Proposed location of sale:________________________________________
Requested date and time of your sale:_______________________________

Soliciting Donations
If your organization is soliciting donations from individuals or businesses, the solicitation must be approved by the Office of Campus Life. You must receive approval before contacting the people or companies. You may use the back of this form if necessary.

Name of company:___________________________________________
Address:_________________________________________________

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Address:_________________________________________________

Name of company:___________________________________________
Address:_________________________________________________

Signatures

Organization President’s Signature and Date ________________________________
Organization Advisor’s Signature and Date _________________________________

Office Use
Date Received __________________________ Approval Status __________________________ Approval Signature __________________________
Date Group Notified __________________________