

Fundraising Request Form

Date (mm/dd/yy):

** Please refer to the "Fundraising and Solicitation of Donations" sections of the Student Organization EQUIP Handbook to learn about policies and procedures regarding fundraising and solicitation of donations.*

Sponsoring Student Organization Information:

Name of Student Organization:

Person Submitting Request:

E-mail: Phone:

Fundraiser Information:

One-time Event Ongoing Fundraiser

Date(s): Time(s):

Type of Fundraiser:

Food Sale (*Attach Food Sale Form*) Silent Auction Fee-for-service (*i.e. concession stands*)
 Solicitation (*Attach list of prospective donors and Gift-in-Kind Form*) Other:

Location of Fundraiser:

On-Campus Off-Campus

Campus, Building, Room:

Name of Business/Organization:

Mailing Address:

Contact Person: Phone:

E-mail:

Purpose of Fundraiser:

Be specific about what your organization is doing to raise funds, why funds need to be raised, and who the funds will benefit.

I, the undersigned, declare this description of how our student organization will be fundraising or requesting donations is accurate and true. If there are any changes to our event or request, I will notify the Office of Student Life immediately. I have read, understood, and agree to adhere to the student organization fundraising and solicitation policies and procedures outlined in the Student Organization EQUIP Handbook.

President Signature: Date:

Advisor Signature: Date:

Approved Denied

STUDENT LIFE USE ONLY

Student Life Signature: Date: