

Request for Organization Fundraising Event

This form must be submitted at least fourteen (14) business days in advance of the fundraising event.

Campus group making request: _____

Person making this request: _____ Phone: _____ Email: _____

Name of group leader/adviser: _____ Phone: _____ Email: _____

(Must be University staff member)

- Date funds were requested from Student Affairs Allocation Budgets: _____

Results of request: _____

- Date funds were requested from Divisional budget: _____

Results of request: _____

Will donated funds require charitable receipts be provided to donors in accordance with law and IRS requirements?

Yes ___ No ___

Date of request: _____ Dates(s) of fundraising event: _____

Description of fundraiser: _____

Purpose of fundraiser: _____

How much money do you anticipate raising? (net) _____

If adequate funds are not raised with this event to meet the intended objective, how will other funds be obtained?

Does this event require resources that must be acquired? ___ If yes, list: _____

What is the strategy for acquiring these resources? _____

What is the designated location of the event, or where can the item(s) be purchased or donations made?

Who is responsible for appropriate handling of funds raised? _____

Who will benefit from the event and how will they benefit? _____

Signature of person making request: _____ Date: _____

Signature of group leader/advisor: _____ Date: _____

Approval for Student Organizations:

Director of Student Life Date: _____ Advancement and Alumni Engagement Office Date: _____

Approval for other:

Senior Staff Member Date: _____ Advancement and Alumni Engagement Office Date: _____