REQUEST FOR FUND-RAISER APPROVAL
THIS FORM MUST BE IN THE OFFICE OF STUDENT ACTIVITIES
A MINIMUM OF TWO WEEKS PRIOR TO THE EVENT!

Date form is completed: ________________ Date received by Student Activities: ________________

Club Sponsoring Event: ________________________________________________________________

Contact Name: _________________________ Ph#: ____________________ E-mail: __________________

Advisor’s Name: _________________________ Ext: ____________________ E-mail: __________________

Is fundraiser on or off-campus? (circle one) On-Campus       Off-Campus

Location: ________________________________ Alternate Location: ______________________________

Proposed date(s) of Fundraiser: ________________ Alternate date(s) ________________

Description of Fundraiser: ________________________________

List items to be sold: ________________________________________________________________

Cost per ticket (if applicable): _______________________________________________________

ITEMS AVAILABLE FOR CHECK-OUT
(Please indicate which item(s) your club wishes to check-out by circling the item(s) listed below)

- Pop Corn Machine & Power Cord
- Snow Cone Machine & Power Cord
- (1) Table & (2) Chairs
- Power Cord
- Extension Cord

Requested Pick-up Time: ________________am/pm       Time Returning Item(s): ________________am/pm

Print Advisor’s Name _________________________ Advisor’s Signature _________________________

(This Section for Student Activities Use Only)

Fundraiser Granted: ___ By: ______________________ Fundraiser Denied: ___ By: ____________________

Reason for Denial: ________________________________

Item(s) approved for check-out by the Office of Student Activities: ______________________________

Approved By: ________________________________

A Copy of this request will be put in your mailbox. Do not complete plans for your fundraiser until this form has been approved by the Office of Student Activities. All publicity must be APPROVED PRIOR to distribution. Avoid club penalties by contacting the Office of Student Activities 24 hours in advance if fundraiser is cancelled.

PLEASE REMEMBER TO PLAN WELL IN ADVANCE!!