

Date:

## Fundraising Approval Form

Must be submitted two weeks prior to fundraiser

All fundraisers for organizations funded through Student Activities Fees must be approved by the Director of Student Activities. The purpose of this form is to prevent multiple organizations from conducting fundraisers at the same time or with the same items, and to prevent organizations from contracting with less than ethical vendors. It is recommended that items sold for fundraisers, particularly t-shirts, sweatshirts and other expensive items, be sold only on a pre-order basis. No door to door selling is allowed.

Name of Student Organization: \_\_\_\_\_

Name of Fundraising Company: \_\_\_\_\_

Student Contact: \_\_\_\_\_ E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Company Contact: \_\_\_\_\_ E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Description of fundraiser: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cost to organization: \_\_\_\_\_ Cost to students: \_\_\_\_\_

Percent profit: \_\_\_\_\_

If organization doesn't sell anything, what happens?: \_\_\_\_\_

\_\_\_\_\_

Will orders be taken in advance?: \_\_\_\_\_ Are they pre-paid? \_\_\_\_\_

Location of fundraiser: \_\_\_\_\_ Is it approved by conference and events? \_\_\_\_\_

Dates: \_\_\_\_\_ Publicity: \_\_\_\_\_

What benefits are offered to students?: \_\_\_\_\_

For what purpose is the money being raised?: \_\_\_\_\_

Fundraising contact's signature: \_\_\_\_\_

Director of Student Activities signature: \_\_\_\_\_