

# Application for Permission to Conduct Fundraising Activities

Fundraising is permitted by recognized student organizations for direct program costs, internal operations of college organizations, or contributions to non-profit, external political and charitable organizations.

**Procedures:** Each fundraising activity must be approved by the Director of College Union & Activities

Before the fundraiser is held:

- Apply at least seven days in advance by submitting an Application for Permission to Conduct Fundraising Activities form
- **Fundraisers must be approved before the fundraiser can be held.**
- Permission will be granted or denied in writing, and the approval must be shown on request to anyone who asks for proof.
- All SA-funded organizations must also fill out and submit a SA fundraiser form.

After the fundraiser is held:

- **Within ten days of the collection or activity, all organizations (including SA funded organizations) must submit a copy of the deposit or disbursement of monies received during the fundraiser, to College Union Room 321.**
- The organization may not apply for another fundraiser until receipt of a previous fundraiser is received by CU&A.
- **Acceptable documentation for fundraisers** are letters from charitable organizations that indicate the amount that was donated, receipts indicating totals spent and received, a copy of a check with the amount donated, or a deposit slip with amount deposited to your account whether funded or non-funded accounts.
- **Failure to submit fundraising documentation (within the designated time frame) more than twice a semester may result in the organization losing future fundraising privileges for the following semester.**

**Prohibited fundraising:**

1. Raffles and games of chance are strictly prohibited as a form of fundraising. Raffle tickets of any kind may NOT be sold as a fundraising activity. Only games of skill are permitted after consultation with the Director of College Union & Activities. Give-a-ways are permitted.
2. Bake sales of any kind are strictly prohibited.

NAME OF ORGANIZATION \_\_\_\_\_ CU BOX # \_\_\_\_\_

EVENT CONTACT PERSON \_\_\_\_\_ PHONE # \_\_\_\_\_ E-MAIL \_\_\_\_\_

ORGANIZATION PRESIDENT'S NAME \_\_\_\_\_ E-MAIL \_\_\_\_\_

EVENT: Name of event and description of product sold or services offered: \_\_\_\_\_

**COST of Tickets, Product or Service being sold for this Fundraising Event:** \$ \_\_\_\_\_

EVENT DATE(S): \_\_\_\_\_ TIME: \_\_\_\_\_

LOCATION: \_\_\_\_\_ Reservations have been made: (Yes or No) \_\_\_\_\_

(Space must be reserved with campus scheduling prior to submitting this form)

SA Funded Organization (Yes or No) \_\_\_\_\_ Is perishable food involved in the event in any way (Yes or No) \_\_\_\_\_

(If YES to perishable food, you must meet with the Director of College Union & Activities and Activities to discuss procedures)

PROCEEDS from event will be used as follows (charity, operating budget, etc.): \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_  
(Organization representative's signature) (Date)

ADVISOR'S SIGNATURE: \_\_\_\_\_  
(Organization advisor's signature) (Date)

APPROVED BY: \_\_\_\_\_  
(Director of College Union & Activities or designee) (Date)

NOT APPROVED BECAUSE: \_\_\_\_\_

Publicity Reservation Request ID#