



# Fundraising Request

Organization: \_\_\_\_\_

Date Received	Time Received
---------------	---------------

Account #: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Presenter\*: \_\_\_\_\_

\* the person who will be at the Student Association meeting explaining this request

Approved to Agenda
-----------------------

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

*Please provide the email address and phone number of the presenter in case there are further questions.*

## How do I receive approval from Executive Board to fundraise?

- ✓ Make necessary reservations and arrangements through College Union & Activities (room 321) to hold your fundraiser – locations, lobby tables, etc.
- ✓ Acquire firm estimates for all anticipated expenses such as tech services, catering, supplies, etc. if necessary.
- ✓ If your fundraiser involves expenses, attach a typed financial breakdown of all anticipated expenses that are anticipated and also note whether such expenses are covered in your organization’s budget. *If a financial breakdown is not attached, this form will not be accepted.*
- ✓ Complete the College Union & Activities fundraising approval form to receive permission to conduct fundraising activities on campus. *Without formal College approval, this fundraising form will not be accepted.*
- ✓ If and when approval is granted, attach the College’s approval form to this document. *If the approval form is not attached, this form will not be accepted.*
- ✓ Determine the type of fundraiser you plan to hold (with expenses or without) and choose the appropriate part of this form to complete. Part A is for fundraisers without expenses; Part B is for fundraisers with expenses.
- ✓ Submit this completed form by 4:00pm on Thursday in the SA office, C.U. 316 to the Director of Business Affairs for approval and inclusion on the following week’s agenda.

### Part A: Fundraiser with No Expenses Involved

Date of Event: \_\_\_\_\_  
(Fundraisers may be “ongoing”)

Location and Time: \_\_\_\_\_

Summary of Fundraising Goals/Purpose of Fundraising: \_\_\_\_\_

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

Expected income generated through this fundraiser: \$ \_\_\_\_\_

Is this fundraiser included in Line 01 (Fundraising/Income) of your budget? \_\_\_\_\_

If not, will this activity take the place of another? \_\_\_\_\_

**Part B: Fundraiser with Expenses Involved**

Date of

Event: \_\_\_\_\_

(Fundraisers may be "ongoing")

Location and Time: \_\_\_\_\_

Summary of Fundraising Goals/Purpose of Fundraising: \_\_\_\_\_

---

---

Anticipated expenses in organizing this event (quantities, unit prices, payment for services, supplies, goods for sale, etc.

---

---

---

---

Gross amount projected to be earned: \$ \_\_\_\_\_

(This amount is the amount you project you will deposit into your account, not the amount you hope to profit.)

Projected net profit: \$ \_\_\_\_\_

Describe specifically how this income will be generated, including descriptions of items or services for sale, the amount you plan on charging per item or unit of service, etc.:

---

---

---

**Reminders:**

- ✓ Attach official College approval form to this document.
- ✓ Attach typed financial breakdown if your fundraiser involves expenses.

Without these things, this form is not complete and will not appear on the agenda.