

Student Organization Fundraising Request Procedure

On Campus Space: Request your Space Reservation at: EMS.geneseo.edu or contact the Office of Scheduling and Special Events in Erwin 23

Off Campus Space: Letter from Business/Company must be emailed (should be done the same time you submit your Fundraising Permission Application Request form) to the Director of Student Life, matthewc@geneseo.edu, CU Room 321, stating the Business/Company is giving your organization permission to fundraise at their establishment. Delay will happen if Director has to contact organization for this information. Approval will not be given until letter is received.

No Space Required or only Publicity is being requested: Proceed to "Fundraising Permission Application"

Student organizations **will need to track** their fundraising Permission to see when approval has been given at:

go.geneseo.edu/fundraisingApproval

Fundraising Approval is given or denied by the Director of Student Life, Charles Matthews.

After Student Organization receives approval:

1. If SA funded you **must fill out a SA Fundraising permission form** found on the SA website at: http://sa.geneseo.edu/documents/SAForms_FundraisingRequest.pdf
2. Book your Publicity Reservation, (Lobby tables, bulletin boards, paint windows or wall, black sandwich boards) at: <http://emsprod.geneseo.edu/VirtualEMS>
3. Hold your event

Submit, **7 days** before your event, the "**Fundraising Permission Application Request Form**" found under forms located on Department of Student Life webpage: http://www.geneseo.edu/union/student_organizations

If perishable food is involved in the event in anyway, written Campus Auxiliary Services, CAS, approval must be emailed or dropped off to the Director of Student Life, matthewc@geneseo.edu, CU Room 321.

If fundraiser event is selling candy, cookies etc. then items must be **store bought prepackaged** (must state this on the description of product sold field on the "Fundraising Permission Application Request Form"). Delay will happen if Director has to contact organization for this information.

Within **10 days** following your event your organization **must** provide fundraising documentation to the **Department of Student Life** (Examples: receipt/ letter from where funds were donated, bank deposit slip, Student Association Deposit slip, if non-monetary, a letter from recipient acknowledging receipt of goods, internal organization shirt sale you will need to submit on department letterhead the number of shirts sold, cost of shirt and total collected, etc.). Organization name and Event Name must be on receipt.

You can **scan your documentation and email** it to me or you may also drop off the documentation in CU 321. If your **event is cancelled or your organization did not raise any money** you must notify the Department of Student Life via email deusy@geneseo.edu.

Failure to do so may prevent approval of anymore fundraising activities.