

## Fundraising Approval Form

Please complete the fundraising approval form two weeks in advance before the first proposed date of the fundraising event. Your advisor and the Assistant Director of Student Activities must approve the fundraiser before any arrangements are made. Upon approval, please fill out a Room Reservation/Facilities Request form (you can find this form in the Student Activities Center) and submit to the Assistant Director of Student Activities.

**Name of Organization:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **email:** \_\_\_\_\_

**Description of Fundraiser:** \_\_\_\_\_

**Proposed Dates:** *First:* \_\_\_\_\_ *Second:* \_\_\_\_\_ *Third:* \_\_\_\_\_

**Proposed Plan with Details:** (Location, Times, Audience, Logistics, etc). Attach extra sheet, if necessary.

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

**Estimated cost to your organization:** (list the details of items below)

**Item:** \_\_\_\_\_ **Cost:** \_\_\_\_\_

**Item:** \_\_\_\_\_ **Cost:** \_\_\_\_\_

**Item:** \_\_\_\_\_ **Cost:** \_\_\_\_\_

**Total:** \_\_\_\_\_

**Projected profit:** \_\_\_\_\_

**Plans for spending profit:** \_\_\_\_\_

\_\_\_\_\_

**Approval:**

\_\_\_\_\_  
**RSO President/Date**

\_\_\_\_\_  
**RSO Advisor/Date**

\_\_\_\_\_  
**Assistant Director of Student Activities/Date**

**FOR OFFICE USE ONLY**

**Date of Event:**  
**Actual Profit:**  
**Amount Deposited:**