



Fundraising Scheduling and Approval Form

Revenue generated by the sale of products or completion of services is subject to Idaho State Tax. Deposits of fundraising dollars must be made at the Student Union Information Desk, where tax will be deducted. Processing of this form may take up to a week. **Donations to student organizations ARE NOT tax deductible, unless made to a Boise State Foundation Account.**

Return this form to: Student Union Director's Office, 1910 University Dr., Boise, ID 83725-1335
or the second floor, Student Union

(Please print on all items)

Student Union reservation number (if applicable) _____

Student organization _____ Today's date _____

Date(s) & time(s) of project(s) _____ Location of project _____

(Student only)

Primary contact _____

Other contact _____

Full address _____

Full address _____

Phone _____ Cell _____

Phone _____ Cell _____

E-mail _____

E-mail _____

Describe the fund-raising project

If cosponsored by an outside group, name the cosponsor _____

If cosponsored, how does your student organization benefit _____

If approved, I agree to the terms and conditions as outlined in the Fund-Raising Requirements on the back and will take the responsibility to inform representatives of my student organization of the requirements.

Officer signature _____ **Date** _____

(Many events only require the Director of the Student Union, or designee's, approval. If an event on campus involves selling books or sportswear, approval of the director of the Bookstore is necessary. If an event is held in Student Housing or in an Athletic facility, prior approval of the directors in those areas is necessary. The Student Union will route this form to the appropriate directors.)

Student Union Director _____ Date _____

Bookstore Director _____ Date _____

Student Housing Director _____ Date _____

Athletic Director _____ Date _____

Aramark General Manager _____ Date _____

White: Director's Office

Yellow: Union Operations

Pink: Appropriate Department

Goldenrod: Organization