

Request to Raise Funds Form

2011-2012

Sponsor (*name of organization*) : _____

Contact Person:

Name: _____

Address: _____

Phone: _____

Date(s) of Event: _____

Time(s) of Event: _____ Start to _____ End

Location: _____

Event Title: _____

Description of Event:

Signature of Club President: _____ **Date:** _____

Signature of Club Advisor: _____ **Date:** _____

Signature of SGA Advisor: _____ **Date:** _____

C. Fundraising *(from the Clubs & Organizations Manual – Chapter VIII. Budgeting, Section C. Fundraising)*

Student organizations may sell approved materials related to the purpose of those organizations and may collect donations, and admission charges at locations approved by the Office of Student Leadership & Engagement and at organizational meetings. Funds raised by recognized student organizations may be expended in any manner that is consistent with the purposes of those organizations. Such funds are subject to local, state, and federal laws and to financial accountability to the Associate Dean of Student Leadership & Engagement.

Student organizations are subject to the following restrictions in raising funds:

1. All fundraising events must be approved by the Office of Leadership Programs (in writing, in advance). In addition, all items to be sold for fundraising purposes and any imprinted design or logo must be approved, prior to their being ordered, by the Office of Leadership Programs.
2. All fundraising events must be scheduled at least two weeks in advance with the Office of Student Leadership & Engagement.
3. No organization may sell items or sponsor fundraisers in the college residence halls, study lounges, etc., or disturb or interrupt the conduct of classes. Limited permission for fundraisers in the residence halls may be granted at the discretion of the Assistant Director(s) of Residence Life.
4. All monies raised through approved fundraising activities must be deposited immediately in that organization's account with the Office of Student Leadership & Engagement.
5. Permission from the Associate Dean of Student Leadership & Engagement is required for any student, group of students or student organization to solicit funds or sponsorship from anyone outside the College, including, but not limited to, alumni, parents and off-campus businesses. All requests for mailing labels for fundraising purposes must be expressly approved by the Associate Dean of Student Leadership & Engagement.
6. Recognized student groups may not use allocated SGA funds to make donations or contributions to other organizations.