

## Fund/Fundraising Request Form

### Organization Information

Name of Organization \_\_\_\_\_

Organization Email Address \_\_\_\_\_

Meeting Time \_\_\_\_\_ Where \_\_\_\_\_

Advisor Name \_\_\_\_\_ Phone Number \_\_\_\_\_

President Name \_\_\_\_\_ Phone Number \_\_\_\_\_

### Fund/Fundraising Information

*(Please fill out one section unless holding a fundraiser and requesting funds for the same event.)*

#### Fund Request

Amount Requesting \$ \_\_\_\_\_

(Please attach a detailed budget of what the money will be used for by the organization.)

#### Purpose of Request (Benefits for Organization)

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#### Booth in Student Center

Yes  No

#### Fundraising Request

Date of Event \_\_\_\_\_

Time \_\_\_\_\_

Where \_\_\_\_\_

Anticipated Revenue \_\_\_\_\_

#### Purpose of Request (Method of fundraising and why)

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#### Booth in Student Center

Yes  No

Student Government Association  
Organizational Contract for Requesting Funds/Fundraising

- I. The organization requesting funds or the ability to fundraise from the Student Government Association (SGA) shall submit the Fund/Fundraising Request Form to the SGA Student Programming Committee 30 days prior to the event/date of needed funding. If requesting funds, a separate budget utilizing the funds and also a current, itemized budget of the organization must be submitted to SGA. This proposal must include a summary of why requesting funds or holding a fundraiser is needed and how this will benefit the organization and Clarkson College.
- II. If receiving monetary funds from SGA, the requesting organization shall return to SGA within the semester that the funds are allocated to present a formal report containing how the funds were used and how they have benefited the organization. If the representatives of the organization fail to report to SGA within the given timeframe of one semester, a portion of funds will be returned to SGA.
- III. The fundraising activity must have an educational, charitable, cultural, or social purpose consistent with the Mission and Values of the College and its status as a tax-exempt, not-for-profit institution.
- IV. As stated in the SGA Bylaws Article XI, organizations seeking monetary funding/holding fundraisers on the Clarkson College premises must be a recognized student organization.
- V. Fundraising activities on campus cannot be for personal gain. Funds shall not be raised for any illegal purposes. The intended use of funds must be posted at the event and be consistent with the state purpose, if it applies, of the sponsoring student organization.
- VI. All accounts are subject to audit by the college.
- VII. Organization Agreement  
The \_\_\_\_\_ Student Association agrees to the above stated guidelines as put forth by Student Government Association at Clarkson College.

**Office Use Only**

Date Request Received: \_\_\_\_\_

Approved

Not Approved

Reason: \_\_\_\_\_

**SGA Advisor Signature:** \_\_\_\_\_

Date: \_\_\_\_\_

**SPC Chair Signature:** \_\_\_\_\_

Date: \_\_\_\_\_

**Please Return to the SGA Advisor**