

# NOVA SOUTHEASTERN UNIVERSITY TREASURER PROCEDURES

## FUNDRAISER REGISTRATION FORM

ORGANIZATION NAME		
Contact Person Name:	Contact Person Phone Number:	Contact Person NSU Email:
Description of fundraiser:		
What is the purpose of fundraiser?	<input type="checkbox"/> Programs <input type="checkbox"/> Replenish Organization Account <input type="checkbox"/> Philanthropy, name of charity: _____	
Date(s) of Fundraiser:		
Location of Fundraiser:	<input type="checkbox"/> On Campus <input type="checkbox"/> Of Campus at: _____	

Is this fundraiser a raffle?    Yes    No

If Yes, please provide information (what will be raffled, how are tickets sold, is there a minimum or maximum number of tickets to be sold, how are winners going to be notified?, etc)

When receiving donations from vendors, the following is required:

FUNDRAISING GOAL

Step 1: Register Fundraiser with the Office of Student Activities.

Step 2: Have Vendor complete and sign the donation form. A value must be placed on all items donated by a person or business.

\$ \_\_\_\_\_

Step 3: Submit no more than 10 days after the event, a Donor Transmittal Form

<b>↓ President ↓:</b>	<b>↓ Treasurer ↓:</b>	<b>↓ Advisor ↓:</b>
Name:	Name:	Name:
Signature/Date:	Signature/Date:	Signature/Date: