



STUDENT FUNDRAISING REQUEST FORM

To ensure there are no duplication of efforts or conflict of programs requesting funds from one source, this form must be completed by the student organization wishing to undertake a fundraising activity. **Please submit this form to the Student Activities and Recreation Center Director at least two weeks before any fundraising or advertising begins.** All fundraising funds must be expensed within the current fiscal year unless otherwise approved.

Event/Activity Information

Name:

Student Organization:

Phone:

Email:

Name of Event/Activity:

Start/End Dates of Event/Activity:

Purpose:

Types of Donations Sought (check all that apply):

Cash

In-Kind Donation (describe)

Equipment (describe)

Solicitation Information

List businesses, organizations, individual you plan to solicit:

Signatures

Student Organization Advisor

Student Activity & Rec Center Director

For VPFA use only:

Approved

Not Approved

Vice President Finance and Administration