

REQUEST FOR FUND RAISING ACTIVITY

Date of Request: _____ Name of Organization: _____

Type of Fundraising Activity: _____

Date(s) Activity will be Held: _____ Location of Activity: _____

Time(s) Activity will be Held: _____ Price per Item &/or Admission: _____

Brief Description of Fundraising Activity:

Reason for Fundraising Activity:

Is your club/organization funded by FSA? (please circle) YES NO

Please provide a list of club members helping with the fundraising event:

Signature of Club/Organization President: _____

Signature of Club/Organization Advisor: _____

Director of Student Activities: Approval _____ Non-Approval _____

All fund raisers, whether on or off campus, must first be scheduled with the Student Activities Office to avoid conflict with another activity and/or fund raiser. All fund raisers must be in compliance with all current laws and policies of the college and FSA. For questions, concerns and/or ideas regarding fundraising, please contact the Student Activities Office.

All fundraised money needs to be given to the FSA office immediately upon receipt for deposit into your account. NEVER deposit money into your own personal account or leave it in your office, car or home. You and your organization are responsible for the money until it reaches the FSA office.