Student organizations wishing to conduct fundraising activities on or off campus must submit this completed form for University review and authorization. Completed forms must be submitted to the Student Activities and Leadership Center.

Note: Reservations for space on campus must be requested separately and through the Surbeck Scheduling. Requests will not be finalized until an authorized Fundraiser form has been received at Surbeck’s main office.

Date of Request: ______________________
Name of Requestor: ______________________ Telephone: ______________________
Name of Organization: ______________________
Start Date of Fundraiser: _____________ End Date of Fundraiser: _____________
Description/Purpose of Fundraiser: ___________________________________________

Proceeds go to: ______________________
Location of proposed fundraiser: ______________________
Estimate of amount to be raised: ______________________
Proceeds will be deposited to Account Number: ______________________

Signature of Organization Officer ______________________ Signature of Organization Advisor ______________________

OFFICE USE ONLY

☐ APPROVED ☐ DENIED

__________________________ ______________________
Signature of University Official Date

Comments:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Upon decision of approval or denial, the Student Activities and Leadership Center will forward a copy of this form to the Surbeck Scheduling.

10/13/2005