Student Organization Fundraiser Request Form

Instructions: This clearance form is required to be completed prior to performing any fundraising for your student organization. You must seek permission to conduct any event or activity that raises private funds, items or gifts for your organization or on behalf of your organization to donate to a cause. Please return this form to the Vice President for Enrollment Management and Student Affairs, Admin 315. Final approval must be received one week BEFORE implementing a fundraiser. Space for the fundraiser must be reserved through PSC Reservation Calendar. (Please note this is a completely separate process from the fundraising request.)

Fundraisers at athletic events: If the fundraiser location is an athletic competition, this form must first be approved by the Athletic Director. A maximum of three (3) fundraisers will be approved per athletic competition. Fundraiser requests must be submitted a minimum of 2 weeks prior to the date of the competition for approval. Student Organizations will be allowed to conduct a fundraiser at one (1) home competition per sport, per season. Additional requests beyond the (1) fundraiser limit will be considered only if the maximum number of fundraisers for a competition has not been met. Fundraisers involving the sale of food will not be permitted, unless special permission is granted, because such fundraisers compete with concession sales.

Student Organization: ________________________________________________________________________________

Student Org. Advisor: ________________________________________________________________________________

Email: _______________________________________________________________ Phone #: ______________________

Individual(s) Responsible (Name): ______________________________________________________________________

Email: _______________________________________________________________ Phone #: ______________________

Purpose/Proposed Fund Use: __________________________________________________________________________

__________________________________________________________________________________________________

Proposed Date(s):___________________________________________ Location: ________________________________

Details: ____________________________________________________________________________________________

__________________________________________________________________________________________________

__________________________________________________________________________________________________

Audience (faculty/staff, students, alumni, corporations, parents, general public, etc.): _________________________________________

Organization Officer Signature: __________________________________     Date: _____________

Advisor Signature: ____________________________________________      Date: _____________

Approvals:

Athletic Director signature only required if fundraiser is to take place at an athletic event.

☐ Approved    ☐ Denied

Athletic Director Signature: __________________________________     Date: _____________

Foundation signature only required if fundraiser will target alumni.

☐ Approved    ☐ Denied

Foundation Signature (if applicable): ___________________________ Date: ______________

☐ Approved    ☐ Denied

Vice President Signature: ___________________________ Date: ______________