



## Fundraiser/Fundraising Event Request Form

Club Name: \_\_\_\_\_ Name of Fundraiser/Event: \_\_\_\_\_

Club Contact Person (if applicable, must be available to meet with Institutional Advancement):

\_\_\_\_\_ Phone #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Description/Purpose of Fundraiser: \_\_\_\_\_

Please describe the target population for your fundraiser (students on campus, alumni, corporations, parents, public, etc.).

\_\_\_\_\_

Will you solicit outside businesses/donors to assist you? (If yes, please list the names of intended businesses and donors. Provide a separate list if needed.)

\_\_\_\_\_

Proposed Dates for Fundraiser  
(Must Fill Out Both)

\_\_\_\_\_ to \_\_\_\_\_  
-OR-  
\_\_\_\_\_ to \_\_\_\_\_

Proposed Time for Fundraiser

\_\_\_\_\_ to \_\_\_\_\_  
-OR-  
\_\_\_\_\_ to \_\_\_\_\_

Location: (Must Fill Out) \_\_\_\_\_

On Campus sites must be reserved through the Business Office in Franciscan Hall. The approved *Facility Reservation Form* must be attached to this form to be considered by the SGA.

### Expenses (fundraisers and events):

What is the estimated cost of the event/fundraiser supplies? \_\_\_\_\_

How will you pay for these expenses (internal budget and/or donations to underwrite the costs)?

\_\_\_\_\_

### Auctions and Raffles (if applicable):

\*please be aware if you conduct a silent or live auction, you will be required to track all non-cash donations to the auction as well as the auction buyer's names, contact information and purchase amounts in an excel spreadsheet to be submitted to the Office of Institutional Advancement.

Will you be conducting an auction (other than a gift basket raffle)? \_\_\_\_\_

Will you be conducting a 50/50 or other raffle (including gift basket raffle)? \_\_\_\_\_



Please specify what you will be raffling: \_\_\_\_\_

What is the reasonable value of the goods or services (what they would expect to pay in the marketplace)?  
\_\_\_\_\_

Will the entrance fee entitle the attendee to a raffle ticket or door prize? \_\_\_\_\_

Event Specifics:

Is there a cost for the fundraising event? \_\_\_\_\_

If yes, does this cost help offset the expenses of the event or is it a donation? \_\_\_\_\_

Is the entrance fee a set amount, or is it a suggested donation? \_\_\_\_\_

What goods or services, if any, will attendees receive in exchange for their payment (food, drink, entertainment, guest speaker, etc.)? \_\_\_\_\_

Payment/Processing Questions:

What form(s) of payment will you expect from attendees (cash, credit card, check, etc.)?  
\_\_\_\_\_

Will the proceeds of this event get deposited into your SGA budget or your even exchange account?  
\_\_\_\_\_

X \_\_\_\_\_  
Club Advisor

X \_\_\_\_\_  
Club President

*Fundraiser Requests must be submitted to the Student Government Association at least **2 WEEKS PRIOR** to the start of the fundraiser. If the fundraiser/event requires the approval of the Office of Institutional Advancement, your club may need to meet with a member of the staff in that office to gain approval.*

Date Submitted: \_\_\_\_\_ Submitted By: \_\_\_\_\_

**Student Government Use:**

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Vote: For: \_\_\_\_\_ Against: \_\_\_\_\_ Abstain: \_\_\_\_\_

Does this fundraiser/event need approval from the Institutional Advancement Office? \_\_\_\_\_

Date: \_\_\_\_\_ VP Signature: \_\_\_\_\_