



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: _____