



# FUNDRAISING REQUEST FORM

## STUDENT ACTIVITIES & ENGAGEMENT OFFICE

Student clubs or programs recognized by the Student Activities Office must complete this form to obtain pre-approval for fundraisers. Please submit form via e-mail only to Vince Ruzicka or Nadine Barragan at least fourteen (14) days prior to the collections of funds.

**Use and Submit Fillable Form. Do not handwrite or scan.**

Section 1. Student Organization Information			
Club/Program Name:			
Student Requestor:		Advisor/Director:	
Club/Program Position:		Title:	
Phone#:		Phone#:	
E-mail:		E-mail:	

Section 2. Fundraising Information			
Fundraiser Name:			
Purpose:			
Start Date:		End Date:	
Location:		Have you reserved space?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> On-Campus room/space reservation needed for event/fundraiser (see Section 5)			
Type of Fundraiser:	Use drop-down menu	Other (Specify):	
If Ticket Sales, price per ticket (tickets must also be uniquely numbered): \$			
Proceeds and % of proceeds will go toward (check all that apply):	<input type="checkbox"/> Student Club/Program		___%
	<input type="checkbox"/> Charity (specify): _____		___%
	<input type="checkbox"/> Other (specify): _____		___%
Start Date:		End Date:	

Section 3. Budgetary Account Information			
<i>If you are using any seed money from Services &amp; Activities Fees or a Club Budget Account (522-264), all proceeds will ONLY be deposited into an ST Budget Account for that club, and will be swept if not used by June 30. Funds generated in this fashion cannot be deposited into a Trust Account (840-280).</i>			
Seed money needed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, how will fundraiser be funded:	<input type="checkbox"/> Pre-Collection <input type="checkbox"/> Personal Funds <input type="checkbox"/> Donations
How much needed?	\$		<input type="checkbox"/> Other (specify):
Seed Money from which account(s)	522-264-S0-___		522-264-ST-___
Dollar amount Requested From:	\$		\$

Section 4. Collections, Handling & Deposits	
Person responsible collections/deposits:	Phone#:
<input type="checkbox"/> Cash Box Needed (You must contact the Cashier's Office at Business Services 24 hours prior to event) <i>***A Student Activities Administrator will complete a Routing Form (LRFR) via CCNET for you***</i>	
Deposits must be made each day no later than 2pm the day following collection or receipt of funds. A Student Activities Deposit Form must be submitted to a Student Activities Administrator for verification and signature. Proof of sale (issued receipts, ticket stubs, ticket tracking sheets, fundraiser kit sale forms, etc.) must be submitted with deposit forms. <b>DO NOT SUBMIT THIS FORM OR DEPOSITS DIRECTLY TO THE BUSINESS OFFICE.</b>	

Section 5. Space/Facilities Reservations (if on-campus space is needed)	
Space/Location/Room Requested:	Use drop-down menu Other (Specify):
What is needed?	<input type="checkbox"/> Tables <input type="checkbox"/> Chairs <input type="checkbox"/> Mic <input type="checkbox"/> Podium <input type="checkbox"/> A/V Equipment <input type="checkbox"/> Projection
Needs/set-up details and instructions:	

STUDENT ACTIVITIES OFFICE & BUSINESS SERVICES USE ONLY	
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved (reason):
<input type="checkbox"/> Cash Box Requested <input type="checkbox"/> Space Requested	SAO Reviewer Name:
<input type="checkbox"/> Final Approval (Executive Director of Budget & Finance):	Date: