

## REQUEST FOR FUND RAISING ACTIVITY

This form must be filled out completely, and please attach the minutes from your club's meeting that states what you are raising funds for and the amount you are expecting to raise. Requests **must be submitted no later than 15 business days before any funds are collected.**

### PLEASE PRINT

Club/Organization: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Name of Event: \_\_\_\_\_ Event Date: \_\_\_\_\_

Event Location(s): \_\_\_\_\_ Event Time: \_\_\_\_\_

Target Amount: \_\_\_\_\_ Event Description: \_\_\_\_\_

Intended Use of Funds (identify the recipient(s) of any charitable donations): \_\_\_\_\_

Will funds from the club's budget be used? If so, how: \_\_\_\_\_

List items that need to be purchased (include the source for each item): \_\_\_\_\_

***Person who will complete deposit of funds*** (the day after the event, in Association Office: A-209)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

***Student completing this form*** (Will serve as Event Contact for this event)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
***Event Contact***

\_\_\_\_\_  
***Date***

\_\_\_\_\_  
***Faculty Advisor***

\_\_\_\_\_  
***Date***

\_\_\_\_\_  
***Director of Student Life***

\_\_\_\_\_  
***Date***

\_\_\_\_\_  
***Vice President of Finance and Administration***

\_\_\_\_\_  
***Date***

***Please remember to attach minutes and any other supporting documents***