Fundraiser Request Form
Fundraiser Requests must be approved by the Office of Student Life at least 2 weeks prior to the event.

Fundraiser Title: __________________________________________________________

Organization Sponsoring Fundraiser: __________________________________________

Date, Time & Place of Fundraiser: ____________________________________________

Description of Fundraiser (include items for sale, pricing, etc): __________________________

Fundraiser Coordinator & Contact Number: ________________________________

Signature of Organization Advisor/Representative Date

(FOR STUDENT LIFE OFFICE USE ONLY)

___________ Approved _________ Denied

Reason for Denial: ________________________________________________________

Signature of Student Life Staff Date

Fundraiser Report Form
Fundraiser Reports must be submitted to the Office of Student Life no more than 2 weeks after the event.

Money Collected: __________________________ Expenses Incurred: _______________________

Deposits Made (Amounts and Dates): ____________________________________________

Account Deposited to: ________________________________________________________

Deposits Audited by: ______ Advisor ______ Faculty/Staff Member ______ Student(s)

Signature of Organization Advisor/Representative Date

(FOR STUDENT LIFE OFFICE USE ONLY)

Date Received: ______________________ Received by: ____________________________