



REQUEST FOR FUNDRAISER

This form must be submitted to The Office of Campus Life at least two weeks prior to the event.

Student organization or Athletic Club: _____

Date(s) of event: _____ **Time:** _____

Campus location(s) of service or sale: _____

Item(s) to be sold (be specific): _____

ADVISOR OF STUDENT ORGANIZATION OR ATHLETIC CLUB:

Name: _____ **Title:** _____

Phone Number: _____

Email: _____

Rules Governing Fundraisers

1. Student organization must be officially registered (with "Student Organization Registration Form" on file in Campus Life Office), prior to planning fundraiser.
2. Request for fundraiser must be submitted at least 2 weeks prior to the event, and approval must be obtained prior to reserving a location for the fundraiser.
3. Only one organization or team may sponsor a product sale at a time, except under unusual circumstances.
4. Fundraisers are limited to 2 consecutive days, except under unusual circumstances.
5. If fundraiser involves a bake sale, a different, specific form is required (available on-line). The bake sale policy must be followed.
6. No food item that conflicts with campus vending products can be sold on campus, except in Molyet Village. Sales in Molyet Village require prior approval from the Housing Coordinator (419-747-8500). No door to door sales!
7. Distribution of materials or sale of goods related to your stated fundraiser may take place in non-academic and approved areas only.
8. The name of the student organization or athletic club involved must be displayed during the fundraiser.
9. All posters to be displayed prior to the event must be approved and distributed by the Campus Life Office in the Eisenhower Building.

AGREEMENT: For the privilege of selling products on campus, the student organization or athletic club agrees to comply with the rules governing fundraisers. Failure to comply with the rules may result in loss of fundraiser privileges and/or disciplinary action.

Signature of Student Organization President

Date

Signature of Student Organization Advisor

Date

<i>For Office Use Only</i>	
Date Request Received:	_____
Approved by:	_____
<small>Campus Life Office</small>	
Date Approved:	_____
Date Denied:	_____