



Fundraiser Request Form for Greek Life

Fundraiser Requests must be approved by the Greek Advisor/Director of Campus Life prior to submitting a space reservation or advertising/marketing the event.

Sponsoring Organization: _____

Fundraiser Coordinator & Contact Number: _____

Fundraiser Title: _____

Date, Time & Place of Fundraiser: _____
(If the fundraiser is multiple dates, please list date range)

Description/Purpose of Fundraiser: _____

Will the funds raised be donated to a charitable organization? _____ Yes _____ No
If yes, which charity? _____

Address of charity: _____
(Please submit a copy of the charitable organization's W9 with this form)

Anticipated Revenue	Amount	Anticipated Expenses	Amount
Total		Total	

- Please read carefully and sign below:
1. This form must be completed in its entirety and submitted at least 2 weeks prior to the fundraiser event. Pageants, Fashion/Talent shows and similar events require at least five weeks advance request for approval.
 2. All funds must be deposited into the Agency Account. Deposits must be made at least daily for the duration of the period in which funds are collected.
 3. Expenditures for the fundraiser must be made from the Agency Account. Purchasing items with cash collected from the fundraiser is not permitted.
 4. The student organization must comply with all other fundraiser guidelines as outlined by the Division of Student Affairs' Business Office and the University.

Signature of Organization Advisor/Representative

Date

(FOR CAMPUS LIFE OFFICE USE ONLY)

Date Received: _____

Approved: _____ Yes _____ No

Reason for Denial (if applicable): _____

Signature of Student Life Staff

Date

DEPOSIT LOG

Date	Total Deposit	Org Representative Name	Signature	Advisor Initials
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			

Total Deposit Amount: _____

(If Applicable): Payment made to Charitable Organization:

Amount: _____

Date: _____

Greek Life Advisor Signature

Date