

Student Programs' Fund-Raiser Authorization Request

(This general request form is required. Please attach the mandatory supplemental information form specific to the type of fund-raiser you are planning)



Program/Club Name _____ Mail Stop _____

Advisor Name _____ Advisor Phone # _____

Email Address _____

Student Contact Name _____ Student Phone # _____

Email Address _____

Type of Fund-Raiser (check one below; attach required supplemental fund-raiser form for appropriate category).

- | | | |
|--|--|------------------------------------|
| <input type="checkbox"/> Advertising | <input type="checkbox"/> Event or Performance | <input type="checkbox"/> Sales |
| <input type="checkbox"/> Auction | <input type="checkbox"/> Misc. Co-Pay/Registration | <input type="checkbox"/> Bake Sale |
| <input type="checkbox"/> Tangible Item Sale | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Raffle |
| <input type="checkbox"/> Dues/Membership Fees
Donations | <input type="checkbox"/> Service Sale | <input type="checkbox"/> |

Exact Title of Fund-Raiser: _____

Date(s) of Fund-Raiser: Beginning Date _____ Ending Date _____

or Series of Dates _____

Where will Fund-Raiser be held? On Campus Location _____

Off Campus Location _____

The appointment for verification/deposit is on _____ at _____
day(s) time SP initials

It is state law that all revenue raised from a fund-raiser be deposited within 24-hours of the actual collection of the revenue. If there is a request for an exception to be made to depositing every 24 hours, then the funds must be deposited at least once a week. Criteria for an exception to the state law of making a deposit within 24 hours includes:

Contact the Student Programs office at 564-6150 to request a weekly deposit verification appointment. The Assistant Dean of Student Programs must authorize any exceptions to depositing funds every 24 hours. The program, listed above, has set up verification/ deposit appointment with the Office of Student Programs. If the appointment is missed it will be assumed that no deposit was necessary. If documentation is missing to support a deposit, then the program/club has five business days to supply Student Programs with the missing documentation. **If the documentation is not turned in within five business days, then appropriate action will be taken, which may include debiting the funds and lapsing them into the S&A fund balance.**

- I authorize the above program to verify/deposit funds for the above stated fund-raiser on a weekly basis, as they meet the criteria for an exception to the state law which requires that revenue be deposited within 24 hours of collection.
- I authorized the above stated program/club fund-raiser.

Assistant Dean of Student Programs' signature

date

I have read Student Programs' procedures regarding fund-raising, and understand the consequences for non-adherence to college and state laws regarding fund raising. As advisor, I am responsible for ensuring that all efforts are made to comply with these procedures.

Program /Club Advisor's signature

date