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).

☐ Advertising ☐ Event or Performance ☐ Sales
☐ Auction ☐ Misc. Co-Pay/Registration ☐ Bake Sale
☐ Tangible Item Sale ☐ Other ____________________________ ☐ Raffle
☐ Dues/Membership Fees ☐ Service Sale ☐ Donations

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 ______ SP initials

day(s) time

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. 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