

# Fundraising Event Request Form

Advertisements may not be distributed until event and flyers are approved by Student Activities

Student Group Name: \_\_\_\_\_

Student Group Contact Person(s): \_\_\_\_\_

Cell #: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

## Description of Fundraiser:

\_\_\_\_\_  
\_\_\_\_\_

## Method of Fundraising:

Bake Sale       Basket Raffle       Benefit Concert

Sale of Product: \_\_\_\_\_ Vendor Supplier: \_\_\_\_\_

Other: \_\_\_\_\_

Start Date: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_:\_\_\_  AM  PM      End Date: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_:\_\_\_  AM  PM

## Proposed Event Location:

Primary: \_\_\_\_\_ Secondary: \_\_\_\_\_

**Upon approval of the fundraising activity, campus space and equipment (tables, chairs, etc.) outside of the Student Union should be reserved through Anne Feary ([amfeary@genesee.edu](mailto:amfeary@genesee.edu)) in Buildings and Grounds.**

“Startup” money for any fundraising activity must come out of the Student Group 100 account; budgeted funds may not be used for fundraising activities.

## Proceeds will be donated to or used for:

\_\_\_\_\_  
\_\_\_\_\_

***All completed forms must be received by Student Activities at least fifteen (15) business days prior to the proposed event date. Once reviewed by Student Activities, this will be forwarded to Buildings & Grounds and Campus Safety for approval.***

Contact Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Club Advisor Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

## **FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_

Received By: \_\_\_\_\_

Approval Emailed: \_\_\_/\_\_\_/\_\_\_