

## Club & Organization Fundraising Request Form

Student Activities Office

Parsons Union Building

Lock Haven University

2018-2019

Requests must be submitted **at least 2 weeks prior** to your fundraiser for full consideration.

**\*NOTE:** Budget funds may **NOT** be used to supplement fundraiser expenses.

**\*ALL** money raised **must** be deposited into the club's special account\*

**Club/Organization Name:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Contact Phone #:** \_\_\_\_\_

**Proceeds will benefit:** (If both a club & charity fundraiser, please check both categories)

Club/Organization

Charity *provide charity information below*

Charity Name: \_\_\_\_\_

Contact Person at Charity: \_\_\_\_\_

Charity Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Charity Tax ID #: \_\_\_\_\_

**Name of Fundraiser:**

**Day & Dates of Fundraiser:**

**Start:**

**End:**

**Location of Fundraiser:** *Check both if applicable*

On Campus      Location: \_\_\_\_\_

Off Campus      Location: \_\_\_\_\_

**Detailed Description of Fundraiser:** *Failure to provide a detailed description will result in automatic denial.*

**Explanation of Anticipated Profit(s):** \$

\_\_\_\_\_  
Club President Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Club Treasurer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Club Advisor Signature

\_\_\_\_\_  
Date

**Office use only:**

**Club Notified**

Approved

Fundraiser # \_\_\_\_\_

Denied

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

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

**Comments:**