**Western New England University- Office of Student Activities & Leadership Development**

**Student Club/Organization Fundraising Request Form**

Clubs/organizations, athletic teams, hall councils, and resident advisors all use the same form. Keep in mind that we are a small campus and can only support a limited number of fundraisers at one time. Planning in advance is essential.

**Part A. General Information**

Person Submitting Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Club/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed Dates of Fundraiser: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Proposed Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose & Description of Fundraiser: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Part B. Type of Fundraiser**

* ‘Hall Crawl’ (A pass must be obtained for each participant. A list of participants and where they will be “storming” must accompany this form.)

Area/ Residence Hall: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Product Sale (No product should be purchased prior to approval.)

Product Sold & Cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Club/Organization Dues: Amount per Person, per Semester: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part C. Financial Information**

* Product Cost (Including Art Work & Fees): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Goal of Fundraiser: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Contingency Plan for Financial Deficit (If Necessary are not raised, how will costs be covered?) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Is a City License Required?: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Granted (If Applicable):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part D. Endorsement: Preliminary Endorsement Granted By Department Funding Club/Organization**

(For Department/Area head to complete if necessary)

In an effort to coordinate fundraisers on campus, your signature and cooperation in scheduling the event in a timely manner is appreciated. Your signature is required prior to final approval. Thank you.

Residence Hall Association: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Residence Life Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Athletic Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Part E. Final Approval**

 Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Associate Dean of Students/Student Activities Leadership and Development*

 Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Distribution: Sponsor/Host (Copy); File (Original)

(Over)

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Fundraising Updates

* “Hall Crawl” – We try to limit the storms and rotate the areas. Staff in the building will know about the fundraiser prior to it occurring. If any occur in the building/area occur in the building/area without authorization, please notify the office with names(s). Incidents have occurred resulting in students raising money under false pretenses. Staff should ask to see the pass, individuals are told to check in with the staff in the building. Each pass is for a specific person and for a designated period of time.
* You may not solicit funds from off campus or from sponsorships. There is greater sensitivity to this concept due to the annual campaign for the college.
* Any member of the University community who wishes to conduct a fundraising event that will include gaming activities, including but not limited to, raffles and poker tournaments, is required to conduct the event in accordance with the laws of Massachusetts and University policy. For a complete description of this policy and its procedures, please see the “University Resources” section of the office’s website. The Office of Student Activities and Leadership Development will **NOT** request or complete the city’s paperwork for the sponsor.
* The following items are not permitted: Cash Prizes, 50-50 Raffles, Bake sales.