

“FUNDRAISING REQUEST FORM”

Please submit this form to the Chancellor of SUSLA or the Chancellor’s Designee (Office of Institutional Advancement) at least 30 days prior to the fundraising activity date:

Name of Club/Organization: _____

Date: _____

Faculty/Staff Advisor: _____

Chairperson of Club/Organization: _____

Name of Fundraising Activity:

Date of Fundraising Activity: _____

Location: _____

Time: _____

Purpose of Fundraising Activity: _____

Description of product/service to be marketed: _____

Target Market: _____

Method of Marketing/Sales: _____

REQUIRED (IF APPLICABLE):

Off-Campus Group/Organization Participation: _____

Signature: _____
Club/Organization Advisor

Dean/Director of Student Services (if applicable)

Chancellor/Chancellor’s Designee (Institutional Advancement)

* Attach a copy of the minutes from the meeting in which the activities and expenditures were approved.

Approved **Denied**

Chancellor’s Signature or Designee: _____

cc: Facilities, and events coordinator. Additional copies will be made for appropriate offices.

OUTCOME OF THE FUNDRAISING ACTIVITY REPORT

This report must be submitted to the Chancellor or Chancellor's Designee (Office of Institutional Advancement) within two (2) weeks of completion of the activity.

Name of Club/Organization: _____

Name of Fundraising Activity: _____

Date of Report: _____

Faculty/Staff Advisor: _____

Chairperson of the Club/Organization: _____

Outcome of the Fundraiser: _____

Funds Spent: _____

Funds Received: _____

Overall Evaluation of the Activity: _____

Signature: _____

Club/Organization Advisor

Dean/Director of Student Activities

Club Chancellor