Fundraiser Request

This form must be submitted to The Office of Student Engagement at least three weeks prior to the event.

Student organization or Athletic Club: ____________________________________________

Date(s) of event: ___________________________ Time: ____________________________

Campus location(s) of service or sale: ____________________________________________

Item(s) to be sold (be specific): ________________________________________________

____________________________________________________________________________

ADVISOR OF STUDENT ORGANIZATION OR ATHLETIC CLUB:

Name: ___________________________________________ Title: _________________________

Phone Number: ___________________________ Email: ____________________________

Rules Governing Fundraisers

1. Student organization must be officially registered (with “Student Organization Registration Form” on file in Student Engagement Office), prior to planning fundraiser.
2. Request for fundraiser must be submitted at least three weeks prior to the event, and approval must be obtained prior to reserving a location for the fundraiser.
3. Only one organization or team may sponsor a product sale at a time, except under unusual circumstances.
4. Fundraisers are limited to 2 consecutive days, except under unusual circumstances.
5. If fundraiser involves a bake sale, a different, specific form is required (available on-line). The bake sale policy must be followed.
6. No food item that conflicts with campus vending products can be sold on campus, except at Molyet or Buckeye Village. Sales in Molyet or Buckeye Village require prior approval from the Molyet Housing Coordinator (419-747-8500) or Buckeye Village Community Manager (567) 560-4175. No door to door sales!
7. Distribution of materials or sale of goods related to your stated fundraiser may take place in non-academic and approved areas only.
8. The name of the student organization or athletic club involved must be displayed during the fundraiser.
9. All posters to be displayed prior to the event must be approved and distributed by the Student Engagement Office in the Eisenhower Building.

AGREEMENT: For the privilege of selling products on campus, the student organization or athletic club agrees to comply with the rules governing fundraisers. Failure to comply with the rules may result in loss of fundraiser privileges and/or disciplinary action.

Signature of Student Organization President ___________________________ Date ____________

Signature of Student Organization Advisor ___________________________ Date ____________

FOR OFFICE USE ONLY

Date Received ____________ Date Approved ____________ Date Denied ____________

Office of Student Engagement Representative ____________________________ Reason for Denial ____________

Revised 08/2016