

# Request Form and Guidelines For Fundraising Activity by Student Organizations

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This form is to be completed and submitted to Student Engagement– located in the Wismer Center by the C-Store – by any recognized student organization or course sanctioned group which seeks to raise money. All fundraising efforts will be reviewed in order to ensure that the proposal is consistent with the educational mission of the College and adheres to the guidelines outlined in the Ursinus College Fundraising Policy.

**\*\*THE FORM WITH ANY REQUIRED DOCUMENTATION MUST BE SUBMITTED A FULL 2 WEEKS BEFORE THE PROPOSED FUNDRAISING ACTIVITY.**

A. Group seeking to raise funds on campus:

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Please describe the fundraising activity you propose:

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What is the purpose of this fundraising activity? What are the funds being raised for?

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Date of fundraiser event: \_\_\_\_\_ Location of fundraiser: \_\_\_\_\_

Whom will the donated funds benefit?

\_\_\_\_\_ on-campus student group  
\_\_\_\_\_ regional or national affiliate of on-campus student group (name: \_\_\_\_\_)  
\_\_\_\_\_ unaffiliated charity (name: \_\_\_\_\_)

B. Please specify all the anticipated costs and resources for this fundraiser:

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**\*\*ALL OF THE COSTS INCURRED IN CONNECTION WITH THE EVENT MUST BE COVERED BY THE GROUP PRIOR TO THE DISBURSEMENT OF FUNDS TO THE BENEFICIARY OF THE EVENT.**

C. If the fundraising is undertaken on behalf of an off-campus organization, a letter needs to be attached from the organization receiving the funds indicating its approval of this fundraising activity on its behalf in confirmation of its status as a registered non-profit charitable organization.

***If different from your student group:***

Organization Name: \_\_\_\_\_

Organization Contact: \_\_\_\_\_

Address: \_\_\_\_\_

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Phone: \_\_\_\_\_ Email: \_\_\_\_\_

D. After reading the Ursinus College Fundraising Policy, I agree to abide by all regulations.

Student Group Leader's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Group Leader (Print Name): \_\_\_\_\_

Student Group Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Group Advisor (Print Name): \_\_\_\_\_

Date of Approval: \_\_\_\_\_

Date of Denial: \_\_\_\_\_

AD of Student Engagement and Greek Life Signature: \_\_\_\_\_

\* Once approved, your group will be notified by the AD of Student Engagement and Greek Life, and a copy of this form will be on file in the Student Engagement office in Wismer Lower.