



TRUMBULL

REQUEST TO FUNDRAISE

Please return this completed form to the Student Life Coordinator at least two weeks prior to the date of the event.
-ALL FUNDS MUST BE TURNED IN TO BUSINESS OFFICE WITHIN 24 HRS. AFTER FUNDRAISER-

Please Print or Type

Registered Student Organization: _____

Student Contact (Name, Email, Phone): _____

Faculty Advisor (Name, Email, Phone): _____

Type of Fundraiser (Ex. Bake Sale): _____ Date(s) of Fundraising: _____

Project Date & Time: _____ Project Name: _____

Location Request: _____

Price of Ticket/ Merchandise: _____

Money requested to cover fundraising expenses is coming from (Circle One):

Student Activities General Fund Student Organization Budget Other:

Describe the purpose of the fundraiser: _____

Materials Needed: _____

Does your fund-raiser involve sponsorship, donated items, or other solicitation of area businesses?

Yes

No

If yes, a list of the targeted areas must be provided to the Student Life coordinator at least two weeks prior to the event.

How will you advertise this event? If so, please include a timeline and a sample advertisement.

Note: No signs may be posted until the fundraising event is approved!

I have read and understand the Kent State University at Trumbull Fundraising policy. Furthermore, we are aware that the student organization MAY NOT accept any monetary award or donation as gratitude for fundraising activities.

FOR STUDENT

Student's Name

Student's Signature

Date

FOR FACULTY ADVISOR

Faculty Advisor's Name

Faculty Advisor's Signature

Date

FOR STUDENT LIFE COORDINATOR

Coordinator's Name

Coordinator's Signature

Date

FOR BUSINESS OFFICER

Business Officer's Name

Business Officer's Signature

Date