



Student Organization Fundraiser Approval Form

All fundraisers to be sponsored by a Niagara University student organization or club sport must submit this form to the Office of Campus Activities (clubs) or the Kiernan Recreation Center (club sports). This proposal must be submitted at least two (2) weeks prior to the fundraiser and include the following information:

1. Name of the sponsoring organization:

2. Description of the fundraiser:

3. Date(s): _____

4. Time(s): _____

5. Location(s): _____

6. The name, email, and phone number of a member of the sponsoring organization coordinating the fundraiser:

7. The name, email, and phone number of the faculty/staff advisor of the sponsoring organization:

8. Where and how will the proceeds from the fundraiser be secured? **If the funds cannot be immediately deposited they should be brought to the CAO to be secured until they are deposited into the club's university account.**

9. A description of what the proceeds will be used for: (required club fundraiser, specific charity, etc.)

(OVER)

IMPORTANT NOTES:

- Permission from the university's Office of Institutional Advancement must be obtained before any student organization may solicit donations or gifts-in-kind on behalf of any university department or activity to any off-campus business or individual. Clubs should contact CAO to obtain the correct university personnel to contact with a list of proposed businesses (including addresses) they wish to contact.
- If you are intend to table in Gallagher for your fundraiser, please make sure you reserve space by visiting the Office of Campus Activities.
- When depositing fundraiser monies into your university account, designate the deposit as a "Fundraiser Deposit" so it is listed correctly on your account statement and reflects the correct amount raised. *(Required for NUSGA budgeting purposes)*
- No outside vendors will be permitted on campus without direct sponsorship by Niagara University and permission of the Office of Campus Activities.
- Credit card solicitation will not be allowed on campus.
- Canvassing door-to-door in or around campus buildings including residence halls is prohibited.
- Posting of any online or paper advertising materials must first be approved by the director of campus activities and all paper flyers/posters must bear an official approval stamp.

SIGNATURES OF APPROVAL:

Club Representative:	Date:
Club Advisor:	Date:
Director of Club Sports (applies to club sports only)	Date
Director/Asst. Director of Campus Activities:	Date:

Re: January 2015