

FUNDRAISING/SERVICE PROJECT APPLICATION

Application should be submitted 2 WEEKS prior to the event.

Submittal Date: _____

Is this a Raffle? YES NO (A "Raffle License" is required for ALL raffle events. You are required to obtain one from the Columbia County Courthouse and attach a copy with this application)

Event is a: Fundraiser and/or Service Project **Date(s) of Event:** _____

Sponsoring Organization: _____ **Org. Address:** _____

Contact Name: _____ **Phone #:** _____

E-mail Address: _____

Organization Advisor: _____ **Phone #:** _____

Advisor's e-mail address: _____

What are you selling? (Please describe your fundraiser event in detail, list all items.) _____

If this is a Service Project, which organization are you assisting? _____

Location of event: _____

YOU MUST CONTACT SCHEDULERS TO REQUEST APPROVAL FOR EACH ON-CAMPUS LOCATION SEE LIST OF LOCATION SCHEDULERS BELOW:

<u>LOCATION</u>	<u>SCHEDULER</u>	<u>PHONE #</u>
Alumni House, Great Room	Nate Conroy	389-4215
Scranton Commons Amphitheatre	Kristi Dunlap	389-4715
Classrooms	Facilities Scheduling	389-4537
Computer Labs	Facilities Scheduling	389-4537
Conference Rooms (other than KUB)	Facilities Scheduling	389-4537
Haas, Mitrani Hall	Randall Presswood	389-4291
Kehr Union	Kristi Dunlap	389-4715
Monty's	Kathy Kollar Valovage	389-4112
Nelson Field House Indoor/Outdoor -	Kevin Wood	389-4371
Outside Events on BU Property	Facilities Scheduling	389-4537
Residence Halls Lobbies & Lounges	Amy Cunningham	389-4966
Student Recreational Center	Jen White	389-4190
Warren Student Services Center	Facilities Scheduling	389-4537

Required Signatures:

Advisor's Signature

Date

OFFICE USE ONLY

Application is **Approved** **Denied**

Associate Director of Auxiliary Services Signature

Date

Committee on Student Organizations

Date

<u>COPIES</u>	
<input type="checkbox"/>	File
<input type="checkbox"/>	Greek Affairs
<input type="checkbox"/>	Organization
<input type="checkbox"/>	Residence Life
<input type="checkbox"/>	Scheduler
<input type="checkbox"/>	SOLVE Office
<input type="checkbox"/>	Student Activities

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Rules & Regulations:

1. Door-to-door selling/solicitation in the residence halls is not permitted.
2. If you intend to advertise this event in the residence halls, fliers/posters must be brought to the Residence Life Office, lower ERH, for distribution. Residence Life staff will hang them up.
3. Credit card fundraiser events must be attended by students --NO PROFESSIONALS PERMITTED.
4. T-shirt and promotional items must be approved by the Associate Director of Auxiliary Services prior to the event being approved.
5. Fundraisers **CANNOT** take place in food service areas, the Main Lobby of Kehr Union and in the Student Services Center Lobby.
6. Service Projects **CANNOT** take place in food service areas.
7. Permission must be obtained from the Vice President for Administration if any non-Pepsi beverage products are used in connection with the fundraiser/service project where Pepsi products are available.
8. This fundraising/service project form must be approved prior to reserving a location on campus.
9. All fundraisers/service projects must comply with all university, local, state, and federal regulations.
10. Each organization funded by CGA is limited to two different on-campus fundraising events per semester and are encouraged to have as many service projects as is feasible. Organizations not funded by CGA can have unlimited on-campus fundraisers.