

Fund Raising Event Form

Organization: _____

Contact: _____ Phone: _____ E-mail: _____

Event Start Date: _____ Event End Date: _____ Location: _____

Purpose of Fund Raiser _____

What will the activity be? Be specific. (ex. soliciting money, selling goods, etc.) _____

Target (check all that apply): ___ MUW Students, Faculty, and Staff ___ Community members & businesses

The event will be supporting: ___ Our organization ___ A Charity: Please name _____

Organization President

Date

Sales, Solicitations and Fund Raising

Recognized University organizations or administrative units may conduct on-campus sales or fund-raising activities in Hogarth Student Center, residence hall lobbies or other designated areas. To prevent duplication, sales or fund-raising activities (on- or off-campus) should be coordinated through the Office of Student Services. The Director of Development/MUW Foundation must approve all off-campus fund-raising activities, including all forms of advertising. The fund-raising event form is available in the Office of Student Life for organizations to complete before planning the fund-raiser. This form will be forwarded to the Development/Foundation Office for approval.

Sales or fund-raising activities should be scheduled by completing a Facilities Reservation Form. These activities will be approved on a first-come basis and scheduled to avoid interfering with the success of another.

Door-to-door solicitations will not be permitted. Faculty and staff members are not to be contacted for personal sales during duty hours.

Any religious or political groups wishing to promote ideas, distribute literature or hold meetings on campus must be sponsored by a student organization and comply with the regulations herein or obtain permission from the Vice President for Student Services.

Non-university groups/individuals must be sponsored by a university group to sell goods on the university grounds. Such groups/individuals must contact the Division of Student Services for rules and regulations at 329-7129.

Products which are available in The Goose or The Bookend may not be resold. Product sale drives will be limited to three consecutive days, unless special approval is obtained.

A student organization may be requested to give a financial statement of the fund-raising project to the Office of Student Life. Approved fund raising by University groups scheduling sales in the residence hall lobbies will adhere to the following guidelines:

1. Sales must be scheduled with the Director of Residence Life.
2. The Head Resident's permission for the sale must be obtained.
3. Sale items are limited to one table.
4. Sales may be held between 2 and 9 p.m.
5. Door-to-door sales are not permitted.

Fund-raising food sales are restricted to the Post Office lobby of the Hogarth Student Center, residence hall lobbies, and the Culinary Arts Building unless special written permission is obtained from the Vice President for Student Affairs.

Please note: credit card solicitations are forbidden on campus.

For Office Use Only

Office of Student Life Representative

Date

MUW Development Representative

Date