

# FUNDRAISING APPLICATION

**Section I: To be completed 4 weeks BEFORE fundraising activity**

## Fundraising Activity Information

Club/Organization: \_\_\_\_\_ Club Account #: \_\_\_\_\_

Date & Time: \_\_\_\_\_ Location: \_\_\_\_\_

Purpose of Fundraising Activity: \_\_\_\_\_

\_\_\_\_\_

Will there be any outside contributors? \_\_\_\_\_

If yes, list name(s) and contributor(s): \_\_\_\_\_

## Club Approvals/Signatures

*By signing below, you have agreed to financial procedures outlined in this request and that all income from the activity will be deposited in the club account by the first working day following receipt in the Business Office. A full accounting of all club expenses and income will be filed with OSER.*

Signature of Club President/Officer: \_\_\_\_\_ Date: \_\_\_\_\_

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

Signature of Club Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

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

Financial Report to be filed by: \_\_\_\_\_ Date to be filed: \_\_\_\_\_

## College Approvals/Signatures

Signature of Club Liaison: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of OSER Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of College President: \_\_\_\_\_ Date: \_\_\_\_\_

**Section II: To be completed no later than 3 days AFTER the fundraising activity**

## Financial Report

Total income for fundraiser: \_\_\_\_\_ \$ \_\_\_\_\_

Total expenses (attach receipts): \_\_\_\_\_ \$ \_\_\_\_\_

Net profit/loss: \_\_\_\_\_ \$ \_\_\_\_\_

Amount deposited: \_\_\_\_\_ \$ \_\_\_\_\_

Signature of Club Advisor: \_\_\_\_\_ Date: \_\_\_\_\_