

Date Rec'd: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

## XAVIER UNIVERSITY CAMPUS FUNDRAISING PERMIT FORM

### All organizations must receive approval to raise funds on or off the XU campus!

**Definition:** A fundraising activity is an attempt by any university organization to raise money (on or off-campus) for its own purposes or to benefit a charity.

**Procedures: Complete these two steps at least two weeks prior to the event:**

1. Complete this Fundraising Permit Form and submit it to the Executive Director of Student Involvement, 320 Gallagher (ML #2128) for approval. Be sure to have your advisor's approval/signature!
2. Attach copies of final art if item being sold has design elements (i.e., t-shirts, posters, banners, etc.)

**FUNDRAISERS MAY BE CANCELLED** by the Executive Director of Student Involvement if procedures are not followed or the fundraiser is deemed inappropriate by Xavier University. Questions can be directed to Susan Booth at [booths@xavier.edu](mailto:booths@xavier.edu) or x3004, or Kimberlie Goldsberry at [goldsber@xavier.edu](mailto:goldsber@xavier.edu) or x4892.

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Form Submitted by \_\_\_\_\_ Club/Organization \_\_\_\_\_

XU Address \_\_\_\_\_ Phone # \_\_\_\_\_

E-mail \_\_\_\_\_

Description of the Fundraiser \_\_\_\_\_

\_\_\_\_\_

*Is a final copy of art file(s) attached? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Not Applicable*

Beneficiary of the Fundraiser: \_\_\_\_\_ Charity (Specify: \_\_\_\_\_)

\_\_\_\_\_ Club/Organization (named above)

**Note: For table-based fundraisers, there is a limit of 5 days.**

Date(s) of Fundraiser: Start: \_\_\_\_\_ Finish: \_\_\_\_\_ Times: Start: \_\_\_\_\_ Finish: \_\_\_\_\_

Please select the location you prefer, and rank 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choice:

**GSC 1<sup>st</sup> Floor** \_\_\_\_\_ **Alter Hall Lobby** \_\_\_\_\_ **Café** \_\_\_\_\_ **Other (Specify)** \_\_\_\_\_

\_\_\_\_\_  
Signature of Club/Organization President

\_\_\_\_\_  
E-Mail

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Club/Organization Advisor

\_\_\_\_\_  
E-Mail

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Date

# TIPS FOR SUCCESSFUL FUNDRAISING

## STRIVE FOR:

**A UNIQUE PRODUCT OR SERVICE THAT MEETS A STUDENT NEED  
IN A THOUGHT-PROVOKING OR FUN WAY!**

## WHEN BRAINSTORMING YOUR FUNDRAISER:

- 💡 Think about how you can meet basic student needs – good food, comfortable clothes, study help, new experiences & fun.
- 💡 Consider a product/service with a “natural link” to your club, organization or charity. The more you “own” the idea, the more successful you may be. For example:
  - 📄 *Raffling a “Bridge Climb” experience for the Outdoor Club*
  - 📄 *Selling ethnic bedcovers or art when raising funds for an international trip*
  - 📄 *Selling dorm-style mini first-aid kits for the Pre-Medicine Society*
- 💡 Is there a logical day, week or month for your fundraiser? For example:
  - 📄 *St. Patrick’s Day for Irish-American Society*
  - 📄 *Stress-busting products prior to exam week*
  - 📄 *Personalized balloon bouquets prior to All-Honors Day*
- 💡 Have you held successful fundraisers before? Repeat it, fine-tuning as needed.

## WHEN DESIGNING YOUR PRODUCTS TO SELL OR RAFFLE:

Do *not* order your product until it is approved!

Once you have an idea, evaluate it as if you were on the Xavier University Board of Trustees! Make sure your product:

- \*Is not vulgar or sexually suggestive
- \*Does not promote alcohol or other substances
- \*Has no racial/ethnic/religious insensitivities
- \*You get the idea!

After it passes *your* test, submit the design with your fundraising permit form.

## THE REVIEW PROCESS IS SIMPLE – FOUR CRITERIA ARE USED:

- 💡 Is the product/service acceptable in its design?
- 💡 How many fundraisers are running in the place/time requested?
- 💡 Are there duplicate products being sold at the same time?
- 💡 Did you give enough notice?

**WE’RE HERE TO HELP – STOP BY OR CALL X3004 WITH QUESTIONS!**

**OFFICE OF STUDENT INVOLVEMENT – 320 GSC**