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 student organization to raise money (on or off-campus) for its own purposes or to benefit a charity.

Procedures: Complete these steps at least TWO WEEKS prior to the event:
1. Complete this Fundraising Permit Form and submit it to the Office of Student Involvement, 200 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.)
3. Attach copy of letter and list of contacts if a letter writing campaign.
4. (NEW!) Student Clubs may use an X-Cash card reader for approved fundraisers in the GSC. Must complete an X-Cash Reader form and attach it to this form. X-Cash Reader form can be obtained in the Office of Student Involvement or on our website.

FUNDRAISERS MAY BE CANCELLED if procedures are not followed or the fundraiser is deemed inappropriate by Xavier University. Direct questions to the Office of Student Involvement at xuinvolve@xavier.edu (ext 3004), or Leah Busam at busamla@xavier.edu (ext. 4879)

Form Submitted by___________________________________________________________Club/Organization___________________________________________________________
E-mail ___________________________________________ Phone # ________________________

DETAILED Description of Fundraiser: ____________________________________________

Is a final copy of art file(s) attached? _______Yes _______No _______Not Applicable _______
Is a copy of letter and list of contacts for letter campaign attached? _______Yes _______No _______Not Applicable _______
Interested in using X-Cash reader? _______Yes _______No _______X-Cash form attached _______

(X-Cash reader for events at GCS only at All Card Office Hours: Mon-Thurs 8.30am-6.30pm & Fri 8.30am-5.00pm)

Beneficiary of the Fundraiser: _______Charity (Specify: ____________________________________________)
___________________________________________________________
______Club/Organization (named above)

Financial Goal of Fundraiser: $ ________________________________

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 1st, 2nd and 3rd choice (if you are NOT interested in a location please do NOT mark it):

GSC 1st Floor _____ Alter Hall Lobby _____ Café _____ Other (Specify) ____________________________

Signature of Club/Organization President ____________________________

President E-Mail ________________________________

President Phone # ________________________________

Signature of Club/Organization Advisor ____________________________

Advisor E-Mail ________________________________

Advisor Phone# ________________________________

Date ________________________________

Follow up Date: ____________________

Actual Funds raised $__________________

Event successful yes/ no _______________

Updated January 2011