

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 three steps at least TWO WEEKS prior to the event:

1. Complete this Fundraising Permit Form and submit it to the Office 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.)
3. Attach copy of letter and list of contacts if a letter writing campaign.

FUNDRAISERS MAY BE CANCELLED if procedures are not followed or the fundraiser is deemed inappropriate by Xavier University. Direct questions to Susan Booth at booths@xavier.edu or x3004, or Leah Busam at busamla@xavier.edu or x4879.

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 for letter campaign attached? _____ *Yes* _____ *No* _____ *Not Applicable* _____

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:

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

Signature of Club/Organization President

President E-Mail

Phone #

Date

Signature of Club/Organization Advisor

Advisor E-Mail

Phone #

Date