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 or x3004, or Kimberlie Goldsberry at 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 1st, 2nd and 3rd choice:

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

_______________________________
Signature of Club/Organization President

_______________________________
Signature of Club/Organization Advisor

_______________________________
E-Mail

_______________________________
E-Mail

_______________________________
Date

_______________________________
Date

Updated June, 2008
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