



Fundraising Request Form

Date: _____

Campus Location: Main Campus OKC Tulsa Other: _____

Event Proposal Attached: Yes No

Name of Student Organization or Club: _____

Project Title: _____

Fundraiser Date(s): _____ Time(s): _____

Purpose: (summarize the nature of the project and how the student organization or club and student body will benefit from this fundraiser.) Note: **A PROJECT PROPOSAL MUST BE ATTACHED IN ORDER TO RECEIVE CONSIDERATION.**

By signing below, I agree to abide by the Fundraising Policy attached to this form.

Name of Requester and Date (Please Print)

Signature of Requester

Club Advisor

Signature of Club Advisor

Langston Email

Phone Number

Name(s) of Person Responsible for Collecting Funds

Phone Number

FOR ADMINISTRATION USE ONLY:

Date Received: _____

Request Approved

Request Denied

Director of Student Life

Date

STUDENT ORGANIZATION FUNDRAISING PROJECTS

PROCEDURE

Fundraising as it pertains to student organizations is defined as the seeking of funds or support by a student group from sources other than its members, including the procurement of supplies and other forms of support; the selling or distribution of items, materials, products, or services; and the sponsorship of events where admission is charged.

1. Only official registered student organizations or clubs of Langston University will be authorized to conduct Fundraising projects.
2. All student organization or club fundraising project proposals must be submitted to the Office of Student Life for approval by the Director at least three (3) weeks prior to the proposed event.
3. Fundraising Project Request Forms and fundraising signature sheet may be obtained from the Office of Student Life.
4. Projects may not in any way interfere with normal academic programs or functions.
5. The proposed fundraising project should not interfere with existing University - operated services, contracts, or the LU Foundation. (Projects which would present extended competition with products or services that are available through an existing University-operated contract with a commercial vendor will not be approved.
6. Use of campus mail service is prohibited.
7. The location of fundraisers must be approved by the Office of Student Life.
8. An organization or club may not use coercive acts that might intimidate those persons from whom support is sought.
9. Advertisements for fundraising projects must follow the bulletin board policy. Sponsoring clubs/organizations must have their name on advertising materials.
10. Procedures for collecting monies must be approved by the Office of Student Life and all monies collected shall be verified by the Office of Student Life by the next business day. Funds will then be submitted to the Business Office for proper processing and accounting. All deposit slips must be returned to the Office of Student Life immediately following deposit.
11. Clubs and Organizations that fundraise must submit an application for an Agency Account. No outside bank accounts are permitted.
12. Fundraising projects must abide by local, state, and federal laws and regulations.
13. Langston University will not accept any type of financial liability with reference to the student fundraising projects. Written acknowledgment of this fact must be made by the student organization or club president on a fundraising Project Request Form.
14. The sales of homemade food items are not permitted.
15. The fundraising signature sales receipts log must be submitted to the Office of Student Life.