



DIVISION OF STUDENT AFFAIRS
James M. Baker University Center-250
2000 Clayton State Boulevard
Morrow, GA, 30260
Phone: 678-466-5440

Fundraising Request Form

Return to the Division of Student Affairs, James M. Baker University Center, Room 250 a minimum of thirteen (15) business days prior to the preferred date of the fundraiser. .

***Large scale events require a pre-planning meeting with Student Affairs Business Office

Please Print Legibly or Type

Student Organization Name: _____

Fundraiser Date (If this is a consecutive or multiple date fundraiser please list all dates):

Preferred Location: _____

Type of Fundraiser:

_____ On-Campus _____ Off-Campus (*see policy manual for off-campus request)

_____ Large-Scale Fundraiser (i.e. entry fees for talent shows, fashion shows, performances, athletic competitions, tournaments, pageants, parties/dances, balls, and conferences, etc.)

_____ Small-Scale Fundraiser (i.e. bake sale, product sales, car-wash, etc.)

_____ Other: _____

Description of Fundraiser (Include name; purpose; who will it benefit; and how the funds will be used):

How will the funds be raised?

What are the expected upfront expenses for this event? (Description and estimate of expenses)

What is the expected revenue from this event?

\$ _____

By signing below you acknowledge you have read, understand and agree to the Clayton State University, Division of Student Affairs Fundraising Policy. Check your email for the status of this request within three (5) business days.

President or Treasurer

Date

Student Organization Advisor Signature

Date

(Office Use Only)

_____ Approved

_____ Denied

Comments:

Division of Student Affairs

Date