



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 Department of Campus Life, Student Activities Center, Suite 223 a minimum of thirteen (13) business days prior to the preferred date of the fundraiser.

Note: *Large scale events require a pre-planning meeting with the Campus Life staff.*

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 (3) business days.

President or Treasurer

Date

President or Treasurer Email

Student Organization Advisor Signature

Date

(Office Use Only)

_____ Approved

_____ Denied

Comments:

Department of Campus Life

Date