## Office of Student Clubs & Organizations



## **Fundraising Form (Page 1)**

Date:
Requested by:
Description of Project:
How will funds be used?
Is this a raffle?YesNo If yes, please enter raffle license number:
All funds raised on behalf of student organization must be deposited in on campus account
After the fundraising activity is complete, please complete the budget worksheet on page two (2) of this form to account for funds raised and deposited into your student account.
Office of Clubs and Organizations Approval Signature
Print Name of Approver

## Office of Student Clubs & Organizations



## **Fundraising Form (Page 2)**

A copy of this worksheet and the original receipt (s) for funds deposited in the student account must be turned in to the student organization office by the end of the next work day after the event.

A.	Number of advance a	dmissions sold: _	x price of admissions = \$		
	Number of admission	s sold at door:	x price of admissions =	\$	
	Total income from admissions:			\$	
В.	Income from sale of refreshments, souvenirs, other commodities:				
			Prior to event	\$	
			During event	\$	
	Total income from sa	les		\$	
C.	Donations received:				
			Cash total \$		
D.	Total Income		Ş	\$	
Sumr	mary				
A.	Total Income for Ever	nt		\$	
B.	Total Expenditures pa	aid to date		\$	
C.	Total Amount deposited next work day -or next work day after report submitted			\$	
We, t	the undersigned, hereby	certify that the figur	es stated in this accounting ar	e true and corre	ct.
Organization President Dat		Date	Organization Advisor		 Date
 Treas	surer	 Date			