

Fund Raiser Proposal Form

The completed Proposal must be turned in at least two (2) weeks prior to the fundraising event. In addition, RSO Event Registration Form must be completed to register the event and the Space Reservation form must be completed to officially reserve a room/area on campus.

After completion of this form, please schedule an appointment for review by the Office of Campus Activities at ext. 6856.

This is an electronic document. Please type requested information on this document and print 2 copies - 1 for your records and 1 for your appointment. Make sure the Advisor and Organization President sign the form.

Name of Organization:			
Advisor Name:		Phone:	
President Name:		Phone:	
President Email Address:		President ID Number:	
Person Submitting Form:		Today's Date:	

***Fundraisers running for more than 2 consecutive dates require approval**

Fund Raiser Date(s):				Fundraiser Time(s):			
From:		To:		From:		To:	
From:		To:		From:		To:	

Location of Fund Raiser:	Type of Fundraiser (<i>car wash, donations, etc.</i>):

Description of Fund Raiser/Philanthropy (Include co-sponsoring RSOs, amount charged, and any other relevant information):

All Fund Raisers must be approved by the Office of Campus Activities

Signing this document indicates that:

- Your organization is currently a Registered Student Organization at McKendree University.
- You have read the Fund Solicitation Policy and Process web page.

NOTE:

***Completing this form does not reserve a room or space for your fund raiser.** You must still complete the Space Reservation Form, which is located at: <https://mckendree.events.prod.coursedog.com/>. Your registration for the space must be approved by University Operations. The RSO Event Registration Form is required to reserve your event with the Campus Activities Office and for eSource publication if applicable.

Advisor Signature:		Today's Date:	
RSO President Signature:		Today's Date:	

For Office Use Only

☐ Approved ☐ Rejected ☐ Referred (Comments) _____

Office of Campus Activities	Date	Dept. of Advancement (if necessary)	Date
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Campus Comptroller	Date	Coordinator for Fraternity and Sorority Life (for Greek RSO)	Date
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