

FUNDRAISER REQUEST FORM

This form must be submitted to the OSL along with a Risk Assessment form at least 2 weeks before the fundraiser.

Name of Organization _____ Date submitted _____

Preferred Location _____ Date _____ Time _____

Approved Location (by OSL) _____

Give a brief explanation of the fundraiser and its purpose _____

Co-Sponsorship? ____ Yes ____ No

If yes, name(s) of the other organization(s) involved _____

Name of Chair(s) for event _____ Email _____

Requested date of fundraiser ____ Requested time ____ Requested location _____

Approved location, date and time (will be filled out by OSL upon approval) _____

Room set-up requests (tables, chairs, trash barrels, etc.) _____

Will you require start-up funds from the OSL? ____ Yes ____ No If yes, how much? _____

How do you plan to publicize this event? _____

From whom do you plan to solicit funds? _____

How do you plan to solicit funds? _____

Is this fundraiser a competition of any kind? ____ Yes ____ No [If it is a competitive type of event (sports, science fair, health fair, etc.) a list of rules be submitted with this form and approved by the OSL prior to advertising the event.]

Are students of UT HSC, to be employed by another company in order to receive funds? ____ Yes ____ No

Submitted by _____ E-Mail Address: _____

Approved by _____
Director or Activities Coordinator, Office of Student Life

_____ Date