



Office of Student Activities

Student Organization Fundraising Request

Student organizations who wish to hold a fundraiser in order to supplement their student activity fee allocation as they work to promote their organization purpose/mission should complete this form at least **21 days** prior to the requested activity. Student organizations wishing to hold fundraisers that include the sale of food must ensure that food will be handled appropriately. This step is necessary to ensure that food is handled in a sanitary way and meets the College's contractual obligations. For a full description regarding student organization policies and regulations, including those related to fundraising, refer to the Student Organization Handbook, which can be found at www.athenstech.edu/StudentActivities

Student Organization: _____

Student Making Request: _____

Position: _____

Phone: _____ *Email:* _____

Advisor Name: _____

Phone: _____ *Email:* _____

Please provide the following details regarding the fundraiser that your organization would like to sponsor.

Name of Fundraiser: _____

Proposed Date: _____

Proposed Time(s): _____

Proposed Location: _____

List any set-up needs (ie. Tables, chairs, projection, etc.): _____

Purpose of Fundraiser: _____

Are there costs associated with sponsoring this fundraiser? Yes No

If so, please indicate how the organization will cover those costs: _____

Describe the fundraiser (including items and/or services to be sold and at what cost):

Describe the food items to be sold (if applicable). For each item, indicate how the food will be prepared, handled, stored, and/or packaged according to health safety standards.

By signing this document, you are agreeing to follow the policies associated with this event as outlined in the Student Organization Handbook.

Student Organization: _____

Student Representative Signature: _____

Date: _____

Advisor Signature: _____

Date: _____

To be completed by the Office of Student Activities.

Signature of the Director of Student Activities: _____

Date: _____

Signature of the Vice President for Student Affairs: _____

Date: _____

Signature of the College President: _____

Date: _____