

AU Campus Solicitation/Fundraising Request

Please fill out the following information completely. One per event please.

Step 1

Event _____

Date(s) of Event _____

Location of Event _____

Sponsoring Organization _____

Contact Person _____ Phone # _____

How will you use the money collected from this event?

Step 2

Return this form to the Office of Student Activities at least 2 (two) weeks prior to your event.

Step 3

Are you doing this event as one of your required ABCC service projects?

YES

NO



You may not publicize your event until you receive approval from the Office of Student Activities. Please allow 2 days for processing paperwork. If you are found in violation of this policy, your solicitation/funding request will be denied. Please refer to the **Organization Resource Manual** for posting policies.

Approved	Denied	Explanation for denied request:
Director of Student Activities		Date

Step 4

Table Request (Requestor's Responsibility)

Ext. 5700 Information Desk for Student Center events

Ext. 5768 Fred Geib for Convocation events

NOTE: Approval of this solicitation request does not automatically reserve the location or tables - you must do this on your own (see above).

Step 5

Keep approved form with you during your event.

If your fundraising request has been approved, keep this form with you when soliciting funds or items.