



Widener University

STUDENT ORGANIZATION FUNDRAISING PROPOSAL FORM

Fundraising for recognized student organizations is essential as it helps our organizations at Widener University raise awareness for certain social causes and provides a source of funding to help meet the group's goals. All recognized student organizations that wish to hold fundraisers on campus are required to submit a Student Organization Fundraising Proposal Form no later than seven (7) business days prior to the date of the fundraiser.

NAME OF ORGANIZATION: _____

EVENT CONTACT NAME: _____ STUDENT ID#: _____

EMAIL ADDRESS: _____ CELL PHONE#: _____

NAME OF FUNDRAISING EVENT: _____

EVENT DATE: _____ EVENT TIME: _____ EVENT LOCATION: _____

DESCRIPTION OF THE FUNDRAISING EVENT: _____

WHO WILL RECEIVE THE FUNDRAISING PROCEEDS: _____

IS YOUR EVENT A PARTY OR DANCE: ☐ YES ☐ NO

WILL THERE BE NON-WIDENER GUESTS AT THIS EVENT: ☐ YES ☐ NO

ARE YOU CHARGING AN ENTRY FEE AT THE DOOR OF THIS EVENT: ☐ YES ☐ NO

By signing below, I am acknowledging that I have read and fully understand the Fundraising Policy at Widener University. I agree to abide by the stated guidelines and act in accordance with all University policies and procedures related to student organization fundraising activities. I further recognize that the organization's fundraising privileges will be revoked if these guidelines are not followed. **Additionally, I confirm that the faculty / staff advisor will be in attendance for the entirety of the event if funds are being collected outside of the University Center.**

Organization President Name

Signature

Date

Organization Faculty / Staff Advisor Name

Signature

Date

APPROVAL SIGNATURES

CAMPUS SAFETY

Approval required for any events requiring the exchange of money on University owned property

Campus Safety Representative

Date

UNIVERSITY CENTER ADMINISTRATION OFFICE

Approval required for any events held in spaces managed by the University Center Administration Office (If applicable, the group must have finalized their event planning and management agreement prior to obtaining signatures)

Director, UC Administration

Date

OFFICE OF RESIDENCE LIFE (if applicable)

Approval required for any fundraising event requested to be held in University-owned residential facilities

Director, Residence Life

Date

PLEASE RETURN TO THE OFFICE OF STUDENT LIFE AFTER RECEIVING THE SIGNATURES ABOVE

EVENT APPROVED: ☐ YES ☐ NO

Director, Student Organizations

Date