**Student Activities Policy**

**FUNDRAISING For a Cause FORM**

In order to best support your organization in raising funds we have created this form to assist you in upholding the policies of the University and the laws of Connecticut.

Please submit this form to Christine Wilson via email (Christine.wilson@uconn.edu) or in the Department of Student Activities office (Student Union 307/308).

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| **Contact Information** |
| Your Name:  |
| Student Organization(s) |
| Cell Phone:   |
| Email Address:  |
|  |
| **General and Fundraising Accountability Information**  |
| 1. Is this fundraiser sponsored by a student organization? [ ]  Yes [ ]  No

Are there multiple sponsors from the University? [ ]  Yes [ ]  No If yes, please list all sponsors:      1. This fundraiser is co-sponsored with a for profit business or nonprofit organization outside of the University [ ]  Yes [ ]  No If yes please list outside business and or organizations:
2. Detailed description of fundraising project:
3. How will this fundraiser be advertised?       *\*Please be sure to provide and keep any flyers or text of advertising (i.e. from Facebook or e-mails that you use)*
4. How will the money be collected and counted?
5. Who is responsible for counting the money?      *\*More than 1 person should count the money to assure checks and balances*
6. When will the money be counted?

*\*Money should be counted as soon as possible after (preferable immediately following) an event*1. What kind of documentation will you provide to prove that the donated money was given to the target organization? \**For example a copy of a canceled check or a thank you note from the target organization.*
2. How will the results of the fundraiser be documented and shared?
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