University of Connecticut  
Disaster Relief Fundraising Form

Thank you for your interest in fundraising! In order to best support your organization/group in raising funds we have created this form to assist your organization in upholding the policies of the University as well as the laws of Connecticut. This form was created based on the procedures set forth in the *“Guidelines and Legal Requirements for UConn Departments/Organizations and Student Organizations Seeking to Raise Money for Disaster Relief Efforts”.*

***Please fill this form out electronically.*** Should you have any additional questions or comments please do not hesitate to contact Sara Cook in Community Outreach at [sara.cook@uconn.edu](mailto:sara.cook@uconn.edu)

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| **Contact Information** |
| Your Name: |
| Student Organization(s) or University Department(s) Group Name: |
| Cell Phone: |
| Email Address: |
| UCONN Campus (circle one, or more if it is a co-sponsored event):  Avery Point Greater Hartford Law School Medical School Stamford Torrington Social Work Storrs Waterbury |
| **General and Fundraising Accountability Information** |
| 1. Is this fundraiser sponsored by a University department or 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:   1. Detailed description of fundraising project: 2. What nonprofit organization will the funds be directed to? 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)*   1. How will the money be collected and counted? 2. Who is responsible for counting the money?   *\*More than 1 person should count the money to assure checks and balances*   1. 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? |
| **Other information:** |
| Are you completing this form before or after your event?  Before  After  If you are filling out the form after the event, please let us know how much money you raised:  Are you looking for other groups to assist you with this project?  Yes  No   Do you have any further questions or comments for us? |

Please fill out, save, and send to [sara.cook@uconn.edu](mailto:miguel.colon@uconn.edu). You may also fill it out, print it, and drop it off to Sara in the Student Union, Room 302.

***Thank you!***