The fundraiser application is for all registered student organizations, athletic teams, fine arts ensembles, and university classes of Millikin University. Please review the step-by-step directions in order to ensure your fundraiser will be fully considered. This form should be turned in to director of student programs for student organizations, to the athletic director for athletic teams, to the dean, supervisor, faculty member or advisor or coordinator of university seminar for classes at least two weeks (10 business days) prior to the fundraiser event. Forms are then forwarded to the Development Office.

Definition of a Fundraiser
Fundraising is defined as the solicitation of money or goods through donations, sales, and/or event programming for the purposes of charitable donation or organizational budget enhancement.

Examples of Fundraisers
1. Letter writing campaign
2. Items for sale that have been produced by the organization (e.g. bake sales)
3. Cash donations
4. Donations of items of value (e.g., clothing, school supplies)
5. Items for sale that are directly related to the student organization's mission or goals (e.g., drawings created by the Art Club)
6. Items that promote school spirit (e.g., buttons, balloons) but do not conflict with University trademark policies
7. Pre-packaged items (e.g., Pepsi products, candy)

Fundraisers Activities That You Can Do On Your Own
1. Sell items in LRTUC or Shilling Hall
2. Provide a service to a business/individual (e.g. bag groceries at Kroger, rake leafs for donation, etc.)
3. Donations/ admission fee at the door of an event

Fundraiser Activities That Require University Approval
1. Ask local businesses to make in-kind donations (food, supplies, gift certificates, etc.)
2. Request to receive funds from local businesses
3. Contact your group’s alumni to request funds
4. Apply for grants from foundations (check with Grant Development Office)
5. Campus wide requests to receive funds (e.g. letter or e-mail sent to all faculty/staff to request a donation)
6. "Savers" cards that require solicitation from area businesses

Office Use Only
Received By__________________
Date/Time__________________
Contact Information
Student Organization/University Class:___________________________________________

Account #:______________________

Contact Person: __________________________________

Phone Number: ___________________ Email: ___________________

Advisor Name: __________________________________

Cosponsoring Organizations: ________________________________________________________________

Fundraiser Information

Fundraiser Title: __________________________________ Date of Event:____________

Location of Event: __________________________________

Anticipated # of attendance or individuals communicated with: ____________________________

Type of Fundraiser:

- Internal Only: only to MU students, faculty, & staff (e.g. bake sales, candy sales, cards)
- Internal and External: MU and family, friends (magazine sales, athletic event snack sales, bake sales)
- Solicitation of Business (gift certificates, prize items, cash donation, product/services)
- Fundraising for non affiliated charitable organization (letter writing, concert, donation box)

Purpose of the Fundraiser (provide a brief description):

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Brief Description of Fundraiser:

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
Please provide a list of businesses and/or individuals from whom you want to request funds. (Please use a separate page if necessary.)

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

Budget
Please include any contracts you may have. Also, remember all contracts are required to be signed by an appropriate University official and cannot be signed by a student or organization advisor.

University Funds Used $________
(examples: personnel costs such as security or student workers, overhead)

University Funds Used For:

___________________________________________________________________

(All University Funds will need to be reimbursed from the total amount of fundraiser.)

Expected Funds Received $________
Please provide a description of how funds will be received (i.e. raffle, admission, t-shirt, food sales)

Expected Funds Spent $________
Please provide an itemized list.

Within two weeks of the conclusion of the fundraiser, please submit 1) an updated budget sheet (above) and 2) a list of those who were solicited so that their gifts may be appropriately acknowledged for tax purposes

______________Updated budget and solicitation list received.

(DATE)

Millikin Use Only
☐ Approved Date:_____________ By:__________________________
(Faculty, Dir. ISE, Athletic Dir., or Dean)

☐ Denied Reason:_________________________ Date:__________ Initial:_____________

Reviewed by Development Office ________Date