West Virginia University
POTOMAC STATE COLLEGE

OFFICE OF STUDENT INVOLVEMENT

Fundraising Application for Student Organizations

*Please fill out form and turn in hardcopy to the **Student Involvement Office** located in room 109 of the Student Union OR email completed version to joshua.steger@mail.wvu.edu*

Name of Organization: _____ **Date Submitted**: _____

Name of Event: _____ **Date & Time**: _____

Location of Event: _____

Description of Event (include items to be sold, price of admission, etc.): _____

_____

_____

_____

_____

Purpose of Fundraising Activity (what are funds going towards?)

_____

_____

_____

_____

Where will funds go once collected?

Name of Bank:_____**Account #**: _____

Name of Charity:_____**Phone # for Charity:** _____

Treasurer: *"I agree to receive, administer and account for the funds generated in this event."*

_____ _____ _____

Name (printed) Signature Date

President

Name: _____

Email: _____

Phone: _____

Signature: _____

Date: _____

Advisor

Name: _____

Email: _____

Phone: _____

Signature: _____

Date: _____

NOTE: The Office of Student Involvement reserves the right to deny approval for sale of certain items. Student organizations are required to engage in responsible social conduct that reflects credit upon the University community and to model good citizenship in any community.

Office Use Only: Date Application Received:_____Date of SIO Approval: _____

Date of Dean of Student Life Approval: _____