

The University of Scranton
Hurricane Sandy Relief Efforts-Fundraising Request Form

Fundraising Guidelines:

- All individuals, clubs, organizations and students are asked to register their fundraising activities to maintain proper procedural control and to avoid duplication of efforts. Individuals will be asked to work with existing groups.
- All fundraising efforts must be approved by the appropriate office as listed below.
- This form must be submitted to the appropriate office(s) at least five days prior to the desired event.
- **All donations/proceeds must be submitted to The University of Scranton for inclusion in the Gifts for Hurricane Sandy Fund, administered by the Office of Student Affairs.**

Date: _____

Contact name, phone# and email address: _____

Name (Department, Club, Organization, or Individual): _____

Date(s) of Fundraiser: _____

Location: _____

Will this event require a table reservation in DeNaples or another building on campus?

- Yes No Location: _____
- Reservation confirmed: Yes No

Description of fundraiser: (include specific details, information on items being sold, price of product, etc.)

- If you are purchasing items to sell, has paperwork for purchases been submitted to appropriate office? Yes No
- Note: Check payments require a check voucher, credit card purchases require a purchase requisition

Approval Signatures:

Paperwork must be submitted to appropriate office as listed below. After signature below is obtained, paperwork (fundraising form and purchase paperwork) must be submitted to Vincent Carilli, Ph.D., Vice President for Student Affairs, 201 DeNaples Center.

Club/Organization or Individual: Submit to Ms. Tricia Cummings in the Club and Organization Office, TDC 205S

Academic Departments: Submit to Dr. Hal Baillie, Provost, STT 5122

Non-University Affiliated Groups/Individuals: Submit to Ms. Julie Shumacher Cohen, Community Relations, 600 Linden Street,
4th Floor

Fundraiser Approval:

Vincent Carilli, Ph.D., Vice President for Student Affairs, 201 DeNaples Center:
