

Fundraising Application

Concordia University Wisconsin Division of Student Life

Please Read Other Side!

Today's Date: _____ Name of Organization/Team: _____

Name(s) of Student Leaders: _____

Primary Contact Person: _____ Email: _____

Name of Faculty/Staff Advisor or Coach: _____

Preferred DATE(S) of fund raising activity: Date Begins: _____ Date Ends: _____

2nd Choice for Dates if preferred choice is unavailable: _____

Give a detailed explanation of the fund-raising activity. (**NOTE:** All raffles in Wisconsin require a raffle license to be legal. See State of Wisconsin Department of Administration—Division of Gaming website for more information.)

Do you plan to contact any off-campus agencies or businesses (e.g., Chancery)? If so, please list the agencies/businesses to be contacted. Also, prior to contacting off-campus agencies or businesses please contact our Advancement Department by emailing: gail.milatz@cuw.edu for approval.

How will the money/goods be used and how will this benefit your organization?

Will the event be held on or off-campus? Please list specific location:

If food is a part of your event, have you contacted angela.jensen@cuw.edu of Sodexo for permission?

Yes No N/A

If contacting off-campus agencies, have you been given permission by Advancement? Yes No N/A

If you are using the Field House or your event is held in conjunction with an Athletic Event have you received permission from Dr. Rob Barnhill, Director of Athletics through Emilie.morrow@cuw.edu? Yes No N/A

I have read and understand the policies as stated on the other side of this application and I agree to follow these policies. Sign Below.

_____ Date _____ Date _____

Student Leader

Faculty/Staff

Office Use Only

Dean of Student Services:

_____ Application Approved Signature _____ Date _____
_____ Application Denied Signature _____ Date _____

Fundraising Policy

Concordia University Wisconsin

Division of Student Life

Definition: Fundraising is the solicitation of money or other items' of value by an officially recognized club or organization of the University. Funds raised must be collected for a specific project, which has been clearly articulated and approved *before* the initiation of the fund raising activity.

Participation: Only officially recognized clubs, organizations, teams and departments of the University may participate in fundraising.

Procedures: A written application must be routed through the office of the Dean of Students. Action on the application (approval/denial) will be made by the Dean of Students.

Facilities Use: If you are using University facilities (e.g. the Field House) for an event, in addition to reserving the facility you must get approval from Dr. Rob Barnhill, Director of Athletics.

Publicity: Follow University guidelines for posting and advertising. Any external communication must be co-signed by your Advisor/Coach.

Criteria: Activities will be limited to a maximum of three weeks duration for on-campus events. Applications must be received not less than 7 working days before the activity is to begin. If a date conflict exists between competing projects and if two or more groups submit the same/identical project, preference will be given to the group with the earliest application date.

Applications will be approved using the following criteria: 1) the project will benefit the club, organization, or department – not individuals within the unit, 2) the project fits within the mission of the University.

Failure to Comply: Clubs, organizations, or departments which fail to comply with the above will have their application denied or revoked. Also, they must return all collected money or items to the donating individuals (where this is impossible the money will become the property of the Student Government Association or the Division of Student Life), and the unit will be placed on probationary status.