Request for Fundraiser
Approval by Auxiliary Services

This form must be completed anytime a tangible object (food, clothing, etc.) is sold on the Valdosta State University campus to individuals outside of the organization's membership.

Organization ____________________________________________
Name of Contact ____________________________________________
Phone Number ______________________ Recognized by SGA yes no
Address ___________________________________________________

Organizations Advisors Signature _______________________________________
Address ___________________________________________________

Item(s) to be sold ________________________________________________
Location(s) of sale _______________________________________________
Date(s) of sale ___________________________________________________
Supplier(s) of item _______________________________________________

Depending upon item, additional information may be requested.

Cost of item(s) to organization ______________________________________
Proceeds will go to ________________________________________________

This form must be returned to Auxiliary Services, Oak Street Parking Deck Room 2200 a minimum of seven class days prior to the beginning of the sale. If taking orders for an item, this form must be completed at least ten class days prior to the beginning of taking orders. A fundraiser report must be filed within fourteen class days of the completion of the fundraiser. Both forms are available in the Auxiliary Services office.

Signature of Applicant ___________________________________________
Date __________________________

Approval by Auxiliary Services Office _______________________________
Date __________________________

White- Auxiliary Services Copy _____________________________________
Yellow- Organization Copy _______________________________________
Fundraiser Report

Organization______________________________________________
Date(s) of sale____________________________________________
Item(s) sold________________________________________________
Number of items sold________________________________________

Total cost to organization $_________________________________
Total sales amount $_______________________________________
Total profit amount $_______________________________________

________________________________________________________________________
Signature______________________________________ Date________________________

This form is to be completed and returned to the Auxiliary Services office within thirty days of the completion of the fundraiser. Failure to return this form may affect approval of future requests.

White- Auxiliary Services Copy

Yellow- Organization Copy