

Valdosta State University

Fundraising Procedures

1. Review the Fundraising Procedures via the Student Life Office website, Event Services website or Campus Connect.
2. Complete Application to Raise Funds via Campus Connect at least 3 weeks prior to the start of the fundraising event.
 - If any other forms are required. These are due at the time of the Application to Raise Funds or approval will not be granted.
3. Complete Online Event Reservation Request Form no later than two (2) weeks in advance of fundraiser event. Note: submission of the request does not guarantee a space will be granted at your requested date and time.
4. The following items should be submitted via Campus Connect within 2 weeks (14 days) following the end of the fundraising event.
 - Financial Disbursement Form
 - Copy of check(s) written to charity, letter or confirmation from Charity, or copy of deposit slip for Student Organization bank or Foundation Account
5. IF AFTER THREE WEEKS THE ABOVE ITEMS MENTIONED IN #4 HAVE NOT BEEN SUBMITTED, THE STUDENT ORGANIZATION WILL BE PLACED ON BAD STANDING AND RECEIVE A POLICY VIOLATION FOR EACH WEEK THE FORM HAS NOT BEEN SUBMITTED. NOTE: 2 POLICY VIOLATIONS IN A SEMESTER RESULTS IN THE ORGANIZATION LOSING ALL PREVIOUSLY SCHEDULED EVENTS ON CAMPUS AND FAILURE TO SCHEDULE EVENTS ON CAMPUS UNTIL A DETERMINED DATE.