

**Fundraising and Event Approval Form
for
Student Organizations**

If your organization is sponsoring an event that will host **more than 100 people** or holding a **fundraiser**, please submit this form **a minimum of 3 weeks** prior to the event date. In addition, student organizations should complete the checklist on the back of this form.

Name of Registered Student Organization _____

Contact person in Student Organization _____

Phone number _____ Email _____

Student Organization Advisor _____

Phone number _____ Email _____

Event Date: _____ Location: _____

Proposed Event or Fundraiser:

If you are having a fundraiser, what will your organization do with the money it raises?

We have reviewed and will comply with the rules for selling and soliciting as stated in the Guidelines for Student Organizations, found at <http://www.kumc.edu/service/acadsupt/facility/titlepg.html> . We have also completed the checklist on the back of this form.

Leader of Organization

Advisor of Organization

Approval is given by the Academic Dean of the school with which your organization is affiliated. If your organization does not have an affiliation with a specific school, contact the Dean of Students for approval. Please submit this form to the appropriate individual:

- ALLIED HEALTH: Student Affairs Coordinator 588-5275
- NURSING: Student Affairs Manager 588-1622
- MEDICINE: Student Affairs Senior Coordinator 588-5290
- GRADUATE STUDIES: Director 588-1238
- STUDENT SERVICES: Director of Student Resources, Wellness & Diversity 588-6681

Signature of Academic Dean _____ Date _____

(Once approval is given by the individual schools, this form should be routed to Steffani Webb, Vice Chancellor for Administration, EVC's office). Final approval and notification will be given by the EVC's office.

EVC Office use only:**

Event/Fundraiser approved _____ Event/Fundraiser denied _____

Signature _____ Date _____

**** Please return a signed copy of this form to student leader submitting this form, advisor of student organization, and the Academic Dean of the school which is sponsoring the event.**

Notification about an event or fundraiser.

- ___ Notify bookstore if you are selling an item that can be purchased in the bookstore. (They may be able to help you get a cheaper price.) (588-2537)
- ___ Visit <http://www2.kumc.edu/printing/disclaimer.htm> if you want to use KU or KU Med Center copyrighted logos.
- ___ Post your event on the campus events calendar on Pulse.
<http://www2.kumc.edu/scripts/webevent/webevent.pl?cmd=openca&cal=cal1>
- ___ Contact Instructional Support (588-7326) to reserve the room for your event.
- ___ Contact Facilities Operations (588-7907) for any furniture that you need moved for your event. There will be a charge for moving furniture.
- ___ State sales tax must be paid on items sold on campus. Information and sales tax forms are available from the Office of the Controller, Room 5005 Student Center (588-1211).
- ___ If a student organization wants to have a table or display outside the main hospital cafeteria, please contact Public Relations and Marketing at ext. 8-1067 to reserve the space.

Last revised 6/24/05