



## Fund Raising Event Form

Please fill out the form completely and return it to the ASSMU Treasurer in the Trautman Student Union Building.

- I. A loan limit of \$50 will be allotted to clubs seeking fundraising activities
- II. At the completion of fundraising activities that \$50 loan must be transferred back to ASSMU by the next business day no later than 12:00pm
- III. All money made from sales must be returned to the ASSMU Treasurer to be deposited into a club's 22 account

Today's Date: \_\_\_\_\_

Member and Position: \_\_\_\_\_

Club or Organization Affiliation: \_\_\_\_\_

Contact Information: Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

**Fund Raising Request: *Please fill out the following (use back of form if more space is needed)***

1. Purpose of the Event (What is the money being raised for?): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Time and Location of the fundraising event: \_\_\_\_\_  
\_\_\_\_\_
3. What items or services will be sold/provided: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Funds Raised: \$ \_\_\_\_\_

Total Profit (-\$50 loan from ASSMU) \$ \_\_\_\_\_

**\* Please remember to return the Cash Box to ASSMU treasurer by the next business day no later than 12:00pm**