

UPDATED PROPOSAL TO FUNDRAISE – Please fill out completely

Name of Organization: \_

Name of Fundraising Project: \_

Purpose of Project: \_

Full Description of Project here: \_

How is money to be collected? \_

What percentage of money collected will be going to the intended project? \_

How will money get to beneficiary? \_

Where are you going to hold this fundraiser? \_

Intended date and time of fundraiser: \_

Is there a vendor contract involved? Yes or No?

If yes, who is the vendor? \_

If yes, have you contacted the ASC Executive Director for permission (607-753-4627)? Yes or No?

Who is in charge of this event? Print name(s) \_

Their telephone number(s): \_

Their email and living addresses: \_\_\_\_\_\_\_

Electronic Signature(s) Authorizing Event (if not available, print name): \_

What services and/or equipment will the fundraiser need (i.e. tables, chairs, etc.)? \_

If parking is needed, have you contacted University Police: Yes or No?

**Greek organizations: Submit this form electronically to** [**Sandra.Wohlleber@cortland.edu**](mailto:Sandra.Wohlleber@cortland.edu) **at least 14 DAYS PRIOR TO THE EVENT**

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_

Remarks: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All fundraising efforts on campus must conform to the current College policy. (College Handbook, Chapter 481, Fund Raising Policy Regarding Campus-Related Organizations.)