

K-STATE STUDENT UNION FUND-RAISING/ GIVEAWAY FORM

This form must be available at the fund-raising/giveaway location.

See back of page for additional instructions and information.

PART I: REQUIRED INFORMATION

Sponsoring Organization _____

Representative _____ Email: _____ Phone: _____

Brief Description of Project/Event _____

TYPE OF FUND-RAISING/GIVEAWAY ACTIVITY (Please check all that apply)

Selling Merchandise* List type(s) of merchandise to be sold _____

 Giving away items* List type(s) of items to be given away _____

☐ Admission Fee/Ticket Sales ☐ Soliciting Donations/ Raffle

☐ Other Please Explain _____

Date(s) _____ Time(s) _____

Location(s) _____

We, the undersigned organization advisor and representative, agree to adhere to all University guidelines governing this project/event. We affirm all of the information provided on this form is true and correct, and this project/event is undertaken with full knowledge and support of the sponsoring organization.

Firm Rep _____ Signature _____ Date _____

Part II: REQUIRED SIGNATURES

Verification that this project/event abides by this facility's policies and guidelines:

Facility _____ Signature _____ Date _____

Facility _____ Signature _____ Date _____

Facility _____ Signature _____ Date _____

* If the group is selling merchandise, you may be required to obtain the signature of the K-State Campus Store.

* If the group is selling or giving away food, you may be required to obtain the approval of Maria Catanach, University Safety Officer (mcatanach@ksu.edu) or 785-532-5847.

* If the project/event is located in the K-State Student Union or on the terrace, you must obtain the signature of a Union Reservation Coordinator.

* Other signatures may be required based on the nature of your fund-raising/giveaway event.

FUND-RAISING/GIVEAWAY APPROVAL

To be completed by the Union Director's Office

Date _____ Signature: _____ Approved _____ Denied _____

Steps for Fund-Raising/ Giveaway Registration

Off-campus fund-raising/giveaway events do not need to be registered.

Make a reservation for your fund-raising/giveaway event.

The first step to register your fund-raising/giveaway event is to make the reservation with the appropriate office. The Director's Office, located on the 2nd floor of the K-State Student Union, makes reservations for events located in the Student Union or on the terrace to the north of the Student Union. Reservations for other facilities such as Bosco Hall, can be made by the Division of Facilities in Room 109 of Dykstra Hall.

Get a fund-raising/giveaway form for your event.

When you make your reservation, the office should provide you with a fund-raising/giveaway form for your event.

Fill out the required information.

Be sure to fill out the information about your organization and the fund-raising/giveaway event. Be clear about the type of event you are planning and the date, time and location. Don't forget to have a student and advisor of the organization sign off on the form.

Get the necessary signatures for approval.

It is necessary to get one or more signatures approving your fund-raising/giveaway event. At a minimum, the Union Reservation Representative must sign off on the fund-raising/giveaway form. It may be necessary to get other signatures on the form based on the type of fund-raising/giveaway you are doing. All signatures will be required before your fund-raising/giveaway event can be approved and scheduled.

Turn in the fund-raising/giveaway form 24 hours before your event.

After all the information is completed and signatures are obtained, you should turn in the fund-raising/giveaway form. The form should be submitted to the Director's Office. Confirm with the Director's Office that your event has been approved and that the reservation is confirmed.

Keep the fund-raising/giveaway form on location during your event.

Keep a copy of the form at your event at all times in case questions arise.

If you are a student organization and have any questions about the fund-raising/giveaway form, please contact the Director's Office at 785-532-6591 or visit our office on the 2nd floor of the K-State Student Union.