

NDSU Student Organization: Fundraising Registration Request Form

1. This form is to be utilized by Student Organizations who plan to conduct a fundraiser (sales, auctions, tickets, charge event admission, free will donation, sponsorship, etc.).
2. This form must be filled out and taken to the Student Activities Office (Memorial Union Room 120) for signature approval before space may be reserved. This form does not guarantee reservation.
3. Once approved, this form should be submitted along with the reservations request form to the NDSU facility being used.

SOURCE: NDSU Policy-Section 150

Recognized student organizations must register fundraising activities with the Student Activities Office at least two (2) weeks prior to advertising or initiating fundraising efforts. Activities or items associated with fundraisers must be consistent with university policies. Student organizations may use university facilities for sponsoring events at which admission is charged or donations are solicited, provided the group has worked with appropriate departments in reserving facilities and coordinating activities. Facility rental fees may be assessed for events at which admission is charged.

CONTACT INFORMATION:

Student Organization: _____

On-Campus Adviser Name: _____

Student Contact (must be listed in myNDSU as a leader): _____

NDSU Email: _____ Phone Number: (____) _____

TARGET AUDIENCE: _____

FUNDRAISING TYPE: Donations/Free Will Silent Auction

Admission/Tickets-(Events with alcohol requires your organization to fill out an Alcohol Risk Management Assessment Form (ARMA) found on [MyNDSU](#).)

Merchandise Sale-(Requires NDSU Bookstore signature approval and NDSU Athletics signature and approval if using NDSU identifier)

Food Sale - (Requires NDSU Dining and/or NDSU Bookstore signature approval if items duplicate items sold. No homemade items of any kind will be allowed.)

Raffle/Lottery- (Permit application must be obtained from City Auditor's office and signed by Memorial Union Student Activities Room 120)

Other: _____

LIST AND DESCRIBE ITEMS FOR SALE: _____

IF CONDUCTING FUNDRAISING AT A CONTACT TABLE, PLEASE LIST RESERVATION DATE(S) _____

ARE YOU PLANNING ON COLLECTING FUNDS ELECTRONICALLY? _____

ESTIMATED AMOUNT TO BE RAISED: _____

FUNDRAISING EVENT INFORMATION:

Proposed Date(s): _____ Time(s): _____

Event Name: _____

Location being Used: _____

Description of Event: _____

Approval must be obtained and submitted at least 2 weeks prior to advertising or initiating fundraising efforts.

*REQUIRED APPROVAL ONLY IF selling items that duplicate NDSU Bookstore merchandise or services.

NDSU BOOKSTORE Director/Designee: _____ Date: _____

*REQUIRED APPROVAL ONLY IF selling items that contain a licensed NDSU logo (includes NDSU, North Dakota State University, logos, etc.).

NDSU Sr. Assoc. Athletics Director/Designee: _____ Date: _____

*REQUIRED APPROVAL ONLY IF selling items that duplicate those of NDSU Dining Services.

Dining/Catering Manager: _____ Date: _____

***REQUIRED approval from Student Activities Office Room 120, for ALL Fundraising activities.**

Student Activities Full-Time Staff signature: _____ Date: _____