

Fundraising Registration Form

University of Wisconsin-La Crosse
University Centers

Fundraiser registration forms must be completed **two weeks prior to your event date**. This fundraiser must also be **approved** prior to making a reservation for space/rooms and advertising for the event.

Submit completed paperwork to 2200 Student Union, or email to thecove@uwlax.edu.

You may be required to meet with staff for final approval and signature.

Date Form Submitted: _____

Type of Group: Recognized Student Organization University Department Other: _____

Name of Student Organization: _____

Name: _____ Email: _____

Position in Organization: _____ Adviser Name: _____

Type of Fundraiser & Description of Item(s):

Food (Ex: Bake sales) _____

Non-Food (Ex: crafts, sales, other events) _____

T-shirt or printing project (Ex: t-shirts, calendars, etc.): _____

**Must complete and submit a ["Trademark and Licensing Artwork Approval Form"](#). Use of UW-La Crosse trademark or logo requires university authorization and can only be printed by a licensed vendor.*

Raffle (Ex: Selling tickets for a chance to win a prize) _____

Describe the Event/Project and Who Will Benefit from Raised Funds:

Method of Selling: Individuals Tables Room Other: _____

<u>Date(s) of Event Fundraising:</u> (Max of 3 consecutive days in a given week)	<u>Time(s)</u>	<u>Location(s)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Cash Box Needs: No Yes

**If Yes: The Cash Box Request Form to University Centers in 3200 Student Union. The requests should be completed at least ONE week prior to event. Student organization members handling money are asked to complete the online [Cash Handling Training](#).*

Community/Business Sponsorship/Solicitation: No Yes

**If Yes: Contact Greg Reichert, Foundation Office, 118 Cleary Center, 785-5325. If soliciting donations of any kind, be prepared to provide a list of businesses being solicited, what is being requested, as well as a copy of the solicitation letter or dialogue used when contacting businesses.*

Is this form being filled out two weeks before your event? No Yes

University Centers Staff: _____ Date: _____

When making your space/room reservation, you **must** bring a signed copy of this form to verify you have been approved for a fundraiser.