**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*](mailto: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”.*](https://www.uwlax.edu/globalassets/offices-services/university-centers/licensing-trademark--artwork-approval-form-8-20182.pdf) *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)                                                                                                                     ­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(If doing any pre-sales of tickets you must have a Pre-printed ticket with our license number printed on it)

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

**Method of Selling:** Individuals Tables Room Other:

**Date(s) of Event Fundraising:** **Time(s)**   **Location(s)**

(Max of 3 consecutive days in a given week) **(Space Must be Reserved separately with Reservations)**

**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*](https://www.uwlax.edu/university-centers/get-involved/the-cove/student-organization-resources/)*.*

**Community/Business Sponsorship/Solicitation:** No Yes

*\*If Yes: Contact Jackie Jensen-Utz, 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:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_