

Authorization Form

STUDENT ORGANIZATION FUND RAISING ACTIVITY

The Student Activities Office must approve all fund-raising activities planned by WSC organizations before they take place. The Student Activities Director (or representative) takes steps to insure that the activity is supervised appropriately so that the college will not become liable in any way as a result of the activity and that state and college regulations are observed regarding the use of college buildings and grounds. Approval of event is necessary before requesting campus facilities through Administrative Services, located in Room 104 of the Hahn Administration Building. Fund-raising activities not previously approved by the Student Activities Director may be cancelled.

Name of Student Organization

President of Organization

Activity Type (Concession, Dale, Auction)

Proposed Location of Event

Type(s) of Food to be Sold (if any)

Date of Event

Time

Will there be an admission charge? Y/N

Will an advisor be present? Y/N

Advisor's Approval (please sign)

Date

Coordinator of Activity

Coordinator Address, Phone

TO BE COMPLETED BY THE STUDENT ACTIVITIES OFFICE

Activity Approved Y/N

Student Activities Director

Date

Comments:

Copies of Activity Approval Sent To:

_____ Administrative Services

_____ Food Service

_____ Security

_____ Organization Advisor

_____ Organization Coordinator

_____ Housing Office

_____ Athletic Director

_____ Division Chair