



## STUDENT ORGANIZATION FUND RAISING ACTIVITY

### Authorization Form

The Student Activities Office must approve all fund-raising activities planned by WSC organizations before they occur. The Student Activities Director/office representative in his/her absence takes steps to ensure the activity observes state and college regulations while also being appropriately supervised to relieve the college of liability. Approval of event is necessary before requesting campus facilities through Student Center Management in Room 10A of the Student Center Building. Fund-raising activities not approved by the Student Activities Director are subject to be cancelled.

_____ Name of Student Organization	_____ President of Organization
_____ Activity Type (Concession, Sale, Collection)	_____ Proposed Location of Event
_____ Type(s) of Food to be Sold (if applicable)	_____ Approval of Location of Event
_____ Approval from Food Service (if applicable)	_____ Date(s) of Event          Time(s) of Event
_____ 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

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### TO BE COMPLETED BY THE STUDENT ACTIVITIES OFFICE

Activity Approved Y/N	_____ Student Activities Director	_____ Date
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Comments: \_\_\_\_\_

Copies of Activity Approval Sent To:

_____ Student Activities Office	_____ Food Service	_____ Security
_____ Organization Advisor	_____ Organization Coordinator	_____ Dean
_____ Residence Life	_____ Athletic Director	_____ Division Chair
		_____ Others