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 ____________________________

* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *

TO BE COMPLETED BY THE STUDENT ACTIVITIES OFFICE

Activity Approved Y/N ____________________________

Student Activities Director ____________________________ Date ____________________________

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