



UPDATED PROPOSAL TO FUNDRAISE – Please fill out completely

Name of Organization: _

Name of Fundraising Project: _

Purpose of Project: _

Full Description of Project here: _

How is money to be collected? _

What percentage of money collected will be going to the intended project? _

How will money get to beneficiary? _

Where are you going to hold this fundraiser? _

Intended date and time of fundraiser: _

Is there a vendor contract involved? Yes or No?

If yes, who is the vendor? _

If yes, have you contacted the ASC Executive Director for permission (607-753-4627)? Yes or No?

Who is in charge of this event? Print name(s) _

Their telephone number(s): _

Their email and living addresses: _____

Electronic Signature(s) Authorizing Event (if not available, print name): _

What services and/or equipment will the fundraiser need (i.e. tables, chairs, etc.)? _

If parking is needed, have you contacted University Police: Yes or No?

Greek organizations: Submit this form electronically to Sandra.Wohlleber@cortland.edu at least 14 DAYS PRIOR TO THE EVENT

Approved: _____ Not Approved: _____

Remarks:

All fundraising efforts on campus must conform to the current College policy. (College Handbook, Chapter 481, Fund Raising Policy Regarding Campus-Related Organizations.)