

## **Steps for Fund-Raising/Giveaways**

*Off-campus fund-raising/giveaway events do not need to be registered.*

### **Complete a fund-raising/giveaway form online or pick one up from the Union Director's Office.**

Be sure to fill out all required information about your organization and the fund-raising/giveaway event. Be clear about the type of event you are planning and the date, time and location. Don't forget to have a student and advisor of the organization sign off on the form.

### **Get the necessary signatures for approval.**

It is necessary to get one or more signatures approving your fund-raising/giveaway event. At a minimum, the Union Reservation Representative must sign off on the fund-raising/giveaway form. It may be necessary to get other signatures on the form based on the type of fund-raising/giveaway you are doing. All signatures will be required before your event can be scheduled.

### **Make a reservation for your fund-raising/giveaway event.**

Turn in your completed form to the Union Director's Office for their approval. The Director's Office is located on the 2<sup>nd</sup> floor of the K-State Student Union. The reservation for your event in the Union or on the terrace to the north of the Union will be made at that time. You will receive an email confirmation for your event. Reservations for other facilities can be made by the Division of Facilities located in Room 109 Dykstra Hall or by calling 532-1718.

### **Keep the fund-raising/giveaway form on location during your event.**

Keep a copy of the form at your event at all times in case questions arise.

If you are a student organization and have any questions about the fund-raising/giveaway form, please contact the Director's Office at 785-532-6591 or visit our office on the 2<sup>nd</sup> floor of the K-State Student Union.

# **K-STATE STUDENT UNION FUND-RAISING/ GIVEAWAY FORM**

**This form must be available at the fund-raising/giveaway location.**

*See back of page for additional instructions and information.*

## **PART I: REQUIRED INFORMATION**

Sponsoring Organization \_\_\_\_\_ Email \_\_\_\_\_

Student Representative \_\_\_\_\_ Phone \_\_\_\_\_

Faculty/ Staff Advisor \_\_\_\_\_ Phone \_\_\_\_\_

Name of Project/ Event \_\_\_\_\_

Brief Description of Project/Event \_\_\_\_\_

## **TYPE OF FUND-RAISING/GIVEAWAY ACTIVITY (Please check all that apply)**

Selling Merchandise\* List type(s) of merchandise to be sold: \_\_\_\_\_

Giving away items List type(s) of items to be given away: \_\_\_\_\_

Admission Fee/Ticket Sales  Soliciting Donations/ Raffle

Other Please Explain: \_\_\_\_\_

Date(s) \_\_\_\_\_ Time(s) \_\_\_\_\_

Location(s) \_\_\_\_\_

We, the undersigned organization advisor and representative, agree to adhere to all University and K-State Student Union guidelines governing this project/event. We affirm all of the information provided on this form is true and correct, and this project/event is undertaken with full knowledge and support of the sponsoring organization.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor Signature (DSO Only) \_\_\_\_\_ Date \_\_\_\_\_

## **Part II: REQUIRED SIGNATURES**

### **Verification that this project/event abides by this facility's policies and guidelines:**

Faculty \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

\* If the project/event is selling merchandise, you may be required to obtain the signature of the K-State Campus Store.

\* If the project/event is located in the K-State Student Union, you must obtain the signature of the Union Reservation Representative.

\* Other signatures may be required based on the nature of your fund-raising/giveaway event.

### **FUND-RAISING/GIVEAWAY APPROVAL**

*To be completed by the Union Director's Office*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_