

FUNDRAISING REQUEST FORM

This form must be completed and returned to the Center for Student Leadership in 102 Sproul Hall **at least five working days prior to the date of the event**. If approved, a copy of this form must be available at the event/activity. Please contact the Center for Student Leadership at 510.642.5171 or leadership@berkeley.edu if you have any questions.

Office Use Only
Date Received: _____
Approved by: _____
Denied by: _____
CLL Notification Sent: _____

Student Organization Information	
Student Organization: _____	
Signatory Name: _____	
Address: _____	Phone: _____
_____	Email: _____
ASUC Funded? <input type="checkbox"/> YES <input type="checkbox"/> NO	Graduate Assembly Funded? <input type="checkbox"/> YES <input type="checkbox"/> NO
Purpose for which funds are being raised: _____	

Activity Information
Event/Activity Title: _____
Location where solicitation will take place: _____
Date(s) of solicitation (inclusive): _____
Time(s) of solicitation (inclusive): _____
Detailed description of solicitation activity (attach additional sheets if necessary):

Student Organization Banking Information
Bank Name: _____
Address: _____
Account Number: _____ Phone Number: _____
Names on Bank Account: _____

Food Items

Will food or drink be sold or given away at the event/activity? YES NO

If yes, has your organization received the proper approval from EH&S? YES NO

If no, download a Food Permit form (<http://ehs.berkeley.edu/healthsafety/foodpermit.pdf>), complete and submit to Environmental Health & Safety, located in 317 University Hall. Completed forms may also be faxed to EH&S at 510.643.7595.

Benefiting Organization

Sponsoring Student Organization

If different from your student group-

Organization Name: _____

Organization Contact: _____

Address: _____

Phone: _____ Email: _____

Is this organization a Charitable Organization or Public Service Agency (COPSA)? YES NO

Organization's Banking Institution: _____

Address: _____

Contact Person: _____ Phone: _____

Account Number: _____

Brief description of organization and how funds will be used: _____

Additional Supporting Organizations

Individual(s): _____

Merchant(s): _____

Corporation(s): _____

If additional space is needed, please attach additional sheets.

Note: These types of solicitation must be cleared with University Relations through the Center for Student Leadership.