

School of Pharmacy
Fundraiser Request

Guidelines:

Each student organization shall submit all fundraisers to the Pharmacy Council for approval prior to instigating the fundraiser. Fundraisers will be held to the following fundraising standards:

1. Each student organization shall have no more than one fundraiser each semester targeting the students except approved apparel fundraisers that remain within the guidelines set forth. Other fundraisers may be held as long as they are not targeted toward students and are approved by the Council.
2. Each student organization shall have no more than two apparel fundraisers each year.
3. Fundraisers, which provide materials necessary or required by a class, will not count toward that organization's semester fundraiser.

Organization Name: _____ Event Coordinator: _____

Phone Number: _____ Email: _____

Description of fundraiser, including item(s) to be sold:

Dates of fundraiser: Start date: _____ End date: _____

Location of Event: _____

List any special equipment or room needs:

IF APPLICABLE:

Location of Off Campus Event: _____ Name of Outside Agency: _____

Phone Number: _____ Description of Involvement: _____

REQUIRED ARTWORK APPROVAL:

All artwork must be approved by faculty advisor before sending it to OSPA. OSPA will forward artwork to the University if necessary. Please attach a copy of the artwork to this form or email both Faculty Advisor and Ms. Caldwell.

Faculty Advisor Approval: _____ OSPA Approval: _____

REQUIRED SIGNATURES:

*Form to be retained by Council Secretary

Faculty Advisor: _____

OSPA Director: _____

Council Secretary: _____

Date Approved: _____