



PHILADELPHIA
UNIVERSITY

Department of Student Activities
Club Fundraiser Application Form

Sponsoring Club/Organization: _____

Type of Event: _____

Start Date: _____ Finishing Date: _____

Charity/Club to which funds will go:

Contact Name: _____

Contact Number: _____

Campus Address (If Relevant): _____

Additional Explanation if necessary: _____

Student Agreement: I understand that I am responsible for complying with all policies and regulations pertaining to Clubs and Organizations fundraising, as set forth in the SGA Clubs and Orgs handbook and by the Department of Student Activities. I have read the guidelines below and understand that failure to comply with the policies can result in the cancellation of the event or future events. I also understand that failure to comply with these policies may result in my organization losing their recognition with SGA and/or Philadelphia University.

Name Printed

Signature

- Only recognized organizations by the Philadelphia University SGA or of the University as a whole can fundraise on campus.
- All fundraisers must avoid demeaning sexual, racial or other discriminatory references, and will not promote the abuse of alcohol.
- Recognized campus organizations that have a history of running certain fundraising events at Philadelphia University, will get priority for that event year-to-year. Examples include the Sigma Nu Bike for Cure; Delta Phi Epsilon's Vacuum-a-thon, etc.
- SGA recognized organizations must fill out a Fundraiser Application Form. The form must be approved and signed by the Director of Student Activities.
- Proper reservations must be made to reserve event areas.
- All requests must clearly state where funds will go.
- Fundraisers made in conjunction with larger events will be considered.
- **Charity Tie-Ins:** Soliciting funds for Campus Groups and tying them into Charity fundraisers are acceptable.
- **Raffles:** Raffles may offer cash as a prize. Other gambling type fund-raisers (such as 50/50 splits, etc.) are acceptable. Casino Nights can be approved if participants are not exchanging cash in anyway.
- **Sales:** Sales of products by PhilaU organizations are permitted. Sales for fund-raising (poster sales, charity donations, etc), auctions, or selling merchandise (CD's, shirts, food, etc) as a part of an event is permitted.
- **Pledge Based:** Pledge based fundraisers such as bowl-a-thons, Jog-A-Thons will be considered but must be approved.
- **Contracted Sales:** PhilaU clubs and organizations may contract with outside vendors for on-campus sales subject to approval by the Department of Student Activities where such sales are consistent with guidelines publicized by that office. Sales of insurance and credit cards are NOT permitted.
- **Services:** The most desirable fundraisers are service fundraisers such as car washes, vacuum-a-thons, etc.
- If food products are being sold in either the Common Thread or Ravenhill Dining Hall, Dining Services must first approve them.
- All monies collected must be deposited into the organizations account or distributed as outlined on this form. If these guidelines are not followed the organization and/or individuals can be investigated for mismanagement of funds. This could lead to disciplinary actions.
- **Fundraising suggestions:** Car Washes, Coupon Sales, Guessing Games (guess the number of...), Flower Sales, Bake Sales, T-Shirt Sales, etc.

Approval

Date

Director of the Campus Center and Student Activities