STUDENT ORGANIZATION
REQUEST FOR FUNDRAISING APPROVAL

Submit this completed request at least two (2) weeks prior to your event, including all applicable signatures, to the office of Student Activities & Greek Life. You will be informed of the decision within two (2) days of the request; see the Decision Box below.

CONTACT INFORMATION —

Contact name _____ Organization name _____

UVa-Wise/local mail _____

Local email _____ Local phone _____

FUNDRAISER INFORMATION —

Date — START _____ END _____

Time — START _____am pm END _____am pm

Location — ❑ on campus _____*

*If at UVa-Wise athletic event _____

UVa-Wise Director of Athletics signature required *Date*

❑ off campus _____

Description — *please be very specific; note that sales tax may be applicable*

_____

_____

_____

_____

Cost — ❑ We will not have a specific charge; only donations will be accepted

❑ We will charge $_____.

❑ other, explain_____

Logo(s) — Does this fundraiser involve apparel items that contain UVa-Wise logos/insignia?

❑ no ❑ yes, _____

UVa-Wise Bookstore Manager signature required here *Date*

_____ _____

Organization contact signature *Date* *Organization advisor signature* *Date*

DECISION

❑ *Request approved / sales tax exempt*

❑ *Request approved / sales tax required – Contact the UVa-Wise Accounting Office at 328-0220 for further instruction.*

❑ *Request denied due to* _____

Office of Student Activities & Greek Life _____ *Date* _____

*****FOR OFFICE USE ONLY*****

❑ timely request ❑ accounting – tax exempt not tax exempt _____ ❑ fair pricing, if applicable

name *date*

Organization copy processed _____ *Accounting copy processed* – N/A or _____