



STUDENT ORGANIZATION REQUEST FOR FUNDRAISING APPROVAL

Submit this completed request at least one week (1) week prior to your event, including all applicable signatures, to the office of Student Leadership & 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 _____
College email _____ Mobile phone _____

FUNDRAISER INFORMATION —

Date — START _____ END _____

Time — START _____ am pm END _____ am pm

Location — on campus _____ *
*If at UVA-Wise athletic event _____
Director of Athletics signature required *Date*

off campus _____
*If requesting donations from area businesses _____
VC for Development and College Relations signature required *Date*

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 Director 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 Leadership & 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 _____