**STUDENT ORGANIZATION FUNDRAISER REQUEST**

All student organizations must complete the following and return to the Office of Student Development for review by the Director of Student Development (2nd floor, Student Center.) Approval or dis-approval will be communicated via email with the chairman of the fundraiser within 24-48 hours of receiving the form (as indicated on the form.)

**ORGANIZATION NAME — NO ABBREVIATIONS**

**TOTAL # OF ACTIVE MEMBERS**

**DATE(S) OF EVENT**

**TYPE OF FUNDRAISER**

**CHAIRMAN**

**PHONE #**

Briefly describe the event (include information about location, hours, activity and item(s) being sold)

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**WHAT ACCOUNT WILL BE USED FOR DEPOSIT?**

**CURRENT CONTACT INFORMATION**

**PRESIDENT NAME**

**STUDENT ID#**

**PHONE**

**EMAIL**

**SECRETARY NAME**

**STUDENT ID#**

**PHONE**

**EMAIL**

**ADVISOR NAME**

**DEPARTMENT**

**PHONE**

**EMAIL**

**CHAIRMAN’S SIGNATURE**

**DATE**

**ADVISOR’S SIGNATURE**

**DATE**

- Any fundraiser for items with “CMU”, “CENTRAL METHODIST” or a “CMU LOGO”, additionally, requires approval from the Bookstore.
- Any fundraiser taking place in conjunction with an athletic event must be approved, additionally, by the Athletic Director.
- Any fundraiser taking place in conjunction with a Swinney Conservatory event must be approved, additionally, by the Dean of the Conservatory.

**ATHLETIC DIRECTOR**

**DATE**

**CONSERVATORY DEAN**

**DATE**

**BOOKSTORE**

**DATE**

**APPROVAL SIGNATURE – OSD**

**DATE**