Fundraising Intent Form & Checklist

STUDENT LIFE OFFICE: STUDENT ORGANIZATIONS

The Student Organization Fundraising policy promotes consistency among student organizations, and between organizations and the formal fundraising efforts of the Dean’s Office. Student organizations interested in hosting a fundraiser must submit this form to Jennah Jones, Director of Student Life (jjones@law.uci.edu or 949-824-1304) at least 2 weeks in advance. The Director of Student Life will work with each student organization to determine goals, review necessary policies, and develop an appropriate fundraising strategy. If a student organization violates the fundraising policy, UCI Law reserves the right to take appropriate administrative action up to and including loss of student organization privileges at UCI Law.

Name(s) of Project Lead(s): ______________________________________
Organization: __________________________________________________

Proposed Date of Fundraiser: _____________________________________
Proposed Title of Fundraiser:______________________________________
Please describe proposed fundraiser: _______________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Checklist: For Student Life Use Only
1. Consulted with other departments? ________________
2. Approved by _____________ on ______.
3. Tax ID shared: yes   no
4. Follow-up info from org: yes   no
5. Amount Fundrised: _______ Deposited to account _____________
on ______  by___________.
6. Need to track w/ Finance Department? yes   no
7. Notes: