Fundraising Form
Student Life and Involvement

Today’s Date: __________________________

Organization: __________________________
Contact Name: _________________________ Contact Phone Number: _______________________
Contact Fax: ___________________________ Contact Email: _______________________________
Contact Address: ______________________ City, State, Zip: _______________________________

Event Dates Requested? 1.  2.  3.  4.

Location: _______________________________

Event Type*:  
- □ Food Sale (approval signature required from the Director of Hospitality Services, echesley@auxiliaries.usc.edu, 213-740-6285. Note: All food must be supplied by a food-licensed kitchen/grocer/distributor. No “homemade” items will be approved.)
- □ Item Sale (approval signature required from the University Bookstore, Nichelle Huizar, nichellm@usc.edu 213-740-8505)  
  o Please list items below:__________________________________________________
  _____________________________________________________________
  _____________________________________________________________
  _____________________________________________________________
  _____________________________________________________________
  _____________________________________________________________
- □ Donation Collection for Organization
- □ Charity Collection (A letter is required from the agency/organization receiving the fund raised stating that they are aware of this fundraiser and will be accepting the money. This letter must be on the agency’s official letterhead and submitted with this request.)
- □ Other:_____________________________________________________________________
  _____________________________________________________________
  _____________________________________________________________
  _____________________________________________________________
  _____________________________________________________________

Event Description (Required): _______________________________________________________________________
  _____________________________________________________________________________
  _____________________________________________________________________________
  _____________________________________________________________________________
  _____________________________________________________________________________

*Student Organizations - for all recognized student organization fundraising, approval must also be granted from the Director of Campus Activities (TCC 330, chowanab@usc.edu, 213-740-5693).

Before final approval can be granted from the SCheduling Office, you must complete this form, with the required approval signatures. Although authorization from Hospitality Services and the University Bookstore is required, it does not guarantee approval by Student Affiars.

This form serves as a fundraising request only. Events are not confirmed until you receive confirmation from the SCheduling Office.

Bookstore Signature: __________________________ Date: __________________________
Comments: ___________________________________________________________________________

Hospitality Signature: __________________________ Date: __________________________
Comments: ___________________________________________________________________________

Campus Activities Signature: __________________________ Date: __________________________
Comments: ___________________________________________________________________________

The University of Southern California reserves the right to cancel any event, in whole or in part: If fees are not paid 2 weeks prior to the event, if the group does not comply with USC policies and procedures, or if USC officials cannot ensure the safety of students, faculty, staff or visitors.