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, 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, 213-740-8505)
  ○ 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, 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 Topping Student Center.

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.