Fundraising Approval Request Form

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/Beverage Cash Sales (approval signature required from the Erika Chesley, Associate Director - USC Hospitality, erika.chesley@usc.edu, 213-821-5707. Note: All food and beverage must be supplied by an approved vendor. No “homemade” items will be approved.)

☐ Item Sale (approval signature required from the Nichelle Huizar, Senior Associate Director, University Bookstore, nichellm@usc.edu, 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. The request will not be accepted without this letter.)

☐ Other: ____________________________________________

Event Description (Required): ____________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

*Student Organizations - for all recognized student organization fundraising, approval must also be granted from Christina Mireles, Assistant Director of Campus Activities, (SKS 410, mirelesc@usc.edu, 213-740-5693).

Before final approval can be granted from USC Trojan Event Services, 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 USC Trojan Event Services.

This form serves as a fundraising approval request only. Events are not confirmed until you receive confirmation from USC Trojan Event Services. All of the following signatures need to be obtained in the order they are listed, if applicable. Please obtain necessary signatures from the Bookstore and/or Hospitality prior to requesting approval from Campus Activities.

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.