

Fund Raising Account/Fund Request Form

Name of Employee/Department/Unit:

Purpose of the Account/Fund:

How will the revenue be generated?

- ☐ Donations by Individuals/Organizations
- ☐ Ticket Sales
- ☐ Sponsorships
- ☐ Services Provides
- ☐ Items Sold
- ☐ Registration Fees for a Camp, Training, Seminar, Event
- ☐ Fees/Dues
- ☐ Other

Will University assets be used for the generation of the revenue? (Facilities, supplies, equipment, employee hours)

- ☐ Yes
- ☐ No

If yes indicate which of the following university assets will be used.

- ☐ Facilities
- ☐ Supplies
- ☐ Equipment
- ☐ Employees
- ☐ Other

How will the funds in the account be used?

To Be Completed by Vice President for Business Affairs

- ☐ University Fund
- ☐ Foundation Account

Vice President for Business Affairs Signature and Date: