



Lloyd P. Young Student Center
Keene State College

Fundraising Request

All recognized student organization wishing to conduct fundraising must complete the Student Center Fundraising Request at least **five (5) days prior to the start of the fundraiser** and obtain approval from the Student Center. **No student organization may proceed with fundraising activities without the approval of the Student Center.** You will receive notification of approval within three (3) days of submitting the request.

Student Organization: _____

Student chairperson: _____ Email: _____

Campus address: _____ Phone: _____

Description of fundraiser: _____

Where will the fundraiser be held? Campus location: _____
Scheduling form required

Off campus location: _____

Date(s): _____ Time(s): _____

Does your organization have a Student Center account? _____ Fund _____ Org _____

Proceeds must be deposited in the organization's Student Center account within (1) business day.
All prizes will be awarded or purchased through the organization account. No cash prizes will be given.

Do you need a cash box? _____ Price of items to be sold _____

Cash boxes must be signed out at the Student Center Accounting Office during business hours, Monday-Friday, 8:00am-4:00pm. When not in use cash boxes must be returned to the Accounting Office during business hours or the Student Center Information Desk after hours. Cash boxes may not be left in residence halls, offices or off campus locations.

Student signature: _____ Date: _____

Advisor signature: _____ Date: _____

Student Center approval: _____ Date: _____

Fundraiser involving a raffle: All recognized student organizations wishing to hold a raffle must obtain a Raffle Permit issued by the City of Keene, City Clerk's Office. There is a \$20 fee for the permit, payable to the City of Keene.

Raffle Permit # _____

Raffle tickets must contain the following information:

Name	KSC Student Organization	Permit #
Address	Date & time of drawing	
Phone #	Place of drawing	
	Prizes: list of prize(s) to be awarded	
Ticket #	Cost to purchase ticket(s)	Ticket #