

Eastern Oklahoma State College Fundraising Guidelines

These guidelines have been prepared to help your fundraising event be as successful as possible while avoiding duplications or conflicts with other organizations on campus or businesses in the local community.

1. Any fundraiser held on campus must be associated with a college department, a sports team, or an established student organization.
2. If your organization plans to sell shirts or other apparel, you must first talk with the bookstore manager. Because of the college's contract with Texas Book Company, the manager has the right of first option. The store manager may be able to help you purchase the items at a reduced rate.
3. A **Fundraising Approval Application** outlining the details of the event must be submitted to the Office of the Interim Vice President of Business Affairs (Library 101) for approval prior to the start or the promotion of the event. It is best to do this in the planning stages of your fundraiser, consequently avoiding problems.
4. Any local businesses that your group plans to approach must be listed on the fundraising form and should not be approached until your list has been approved. This prevents area merchants from being overwhelmed by repeated requests for donations from the many different groups at Eastern Oklahoma State College.
5. All fundraising applications need to be approved by your Vice-President or Director before it is submitted for approval.
6. Any promotional material for fundraising activities must be submitted to the Vice President of Student Affairs for promoting on our social media sites. This needs to be done prior to approval also.

If you have any questions about planning your event or completing the fundraising application, please contact the Interim Vice President of Business Affairs at ext. 709. We want you to succeed!

**EASTERN OKLAHOMA STATE COLLEGE
FUNDRAISING APPROVAL APPLICATION**
(Faculty, Staff, Athletics, Student Organizations)

Name:	Department:	Phone:
Email:	Start Date:	End Date:
Activity:		
Item(s):		
\$ Amount/Goal:	VP/Director Approval obtain from (name/date):	
Proceeds benefit:		Will proceeds be deposited into Foundation Account? Yes No
Describe how you will proceed with your fundraising endeavor:		
List who will be approached. <u>Specific</u> business partners, individuals, parents, etc. (List in excel format is acceptable and appreciated. Please forward hard copy with application and electronic file via email):		
Signature:		Date:
Approved by:		Date:
Required Changes:		

Return to Business Affairs Office, Library 101