**Fundraiser / Ticket Sales Request Form**

**Reservation Information**

<table>
<thead>
<tr>
<th>Requested by:</th>
<th>Phone Number:</th>
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<tbody>
<tr>
<td>E-mail:</td>
<td>Department/Club:</td>
</tr>
<tr>
<td>Date of Fundraiser:</td>
<td>Time:</td>
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</tbody>
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**Type of Fundraiser:**
- Bake Sale
- Ticket Sale
- Donation
- Merchandise
- Other: ________________________________

* Ticket Sales require a consultation meeting with the Director of Student Activities.

**Please provide a description of the fundraiser:** ________________________________

**Location of Fundraiser:**
- Cohen Plaza
- Main (Inside)
- Main (Outside)
- Meyerhoff House
- Fox Building
- Brown Center
- Mt. Royal Station
- Commons
- Bunting Center
- Other: ________________________________

**Set-up Needs (number of tables/chairs, etc.):** ________________________________

**Please write down the denominations of "seed money" required** (to make change for purchases). ($40 is the limit, unless more is deemed necessary by the Student Activities Office.)

<table>
<thead>
<tr>
<th>Denomination</th>
<th>Quantity</th>
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<tbody>
<tr>
<td>$0.25</td>
<td></td>
</tr>
<tr>
<td>$1</td>
<td></td>
</tr>
<tr>
<td>$5</td>
<td></td>
</tr>
<tr>
<td>$10</td>
<td></td>
</tr>
<tr>
<td>$20</td>
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**Fundraiser Regulations:**

- All fundraisers must be approved by the Student Activities Office at least one week prior to the date of the event. Merchandise may require additional approval by the College Store Manager.
- All bake sale items are required to be pre-packaged and/or individually wrapped. Items can be wrapped in plastic bags or wrap. Recommended ways to sell items:
  - Wrap 2 cookies in a baggie for 50¢ or wrap brownies and bars in plastic wrap for 50¢.
  - Cakes must be pre-cut. So put pieces on a plate and then wrap.
- Student organizations may use club funds to purchase plastic baggies, wrap, or other necessary supplies for fundraisers. Bake sale items should not be purchased with club funds.
- Bake sales are not permitted in Meyerhoff House, Doris Café, or Java Corner.
- Food items may not include items that have temperature requirements, unless they are provided by Parkhurst Dining Services.
- Merchandise sales may not include items that are currently sold by campus vendors.

**Student Activities Office use only**

Entered date: ________________________________

Confirmed/responded date: ________________________________

Work Request sent to FACMAN: ________________________________

Copy of request to Director of SAO: ________________________________