

University of St. Thomas Clubs & Organizations Fundraiser Information Sheet

Date Submitted

Contact Information	<input type="text"/>		
Club / Organization	<input type="text"/>		
Club Account #	<input type="text"/>	Email	<input type="text"/>
Contact Person	<input type="text"/>	Phone #	<input type="text"/>

Date of Fundraiser	<input type="text"/>	Fundraiser Goal \$	<input type="text"/>
Vendor Name	<input type="text"/>	Phone #	<input type="text"/>

Description of Fundraiser Plan

Estimated Budget	\$	<input type="text"/>
Current Club Account Balance	\$	<input type="text"/>
Date:		<input type="text"/>

Club Contact Signature: _____

Advisor Signature: _____

For flower sales: all receipts must be turned in to the Office of Campus Life within one week of purchase. Journal entries will be made to transfer money from your account for this purchase. A copy of the journal entry will be kept in our file in Campus Life.

Form must be submitted to Office of Campus Life 2 weeks prior to fundraising event.