

# Fundraising Information Form

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You must meet with your supervisor/advisor and the Manager, Residence Life Operations regarding this information to receive approval prior to your event.

1. Name of person coordinating fundraiser \_\_\_\_\_
2. Coordinator's phone number & email address \_\_\_\_\_
3. Organization/Staff \_\_\_\_\_
4. Name of event \_\_\_\_\_
5. Date(s) of event \_\_\_\_\_ 6. Timeframe of event \_\_\_\_\_
7. Location of event \_\_\_\_\_
8. Name of charitable organization \_\_\_\_\_
9. Name & phone number of contact person at charitable organization .  
\_\_\_\_\_
10. Tax # of charitable organization \_\_\_\_\_

On the second page of this form, please follow the directions for providing a detailed description of the fundraiser you are planning.

All funds received must be handled and accounted for according to the guidelines set forth in the cash-handling procedures by University Housing and The University of Iowa.

