



University Fundraising Form

(Should be Submitted One Week Before Fundraiser)

Date Submitted: _____

Date of Fundraising:	_____	Name of Organization:	_____
Location of Fundraising:	_____	Hour of Fundraising:	_____
Type of Fundraising	<input type="checkbox"/> Bake Sale (Description of Item): _____ <input type="checkbox"/> Ticket Sale(Name of Event): _____ <input type="checkbox"/> Others (Please Descibe): _____		
(If the event is held at a location that serves alcohol, a MnSCU Permit to serve alcohol must be filled out in CSU 219)			
Contact Person:	_____	Phone No:	_____
Email:	_____	Tech ID:	_____

Terms and Conditions for Bake Sale (Please read before turning in this form):

Food prepared for a bake sale or fundraising activity must be sold at a location reserved through University Event and Meeting Services at least **5 business days** prior to submission of this form.

• Food products that require thermal support (kept refrigerated or be kept warm to remain safe for consumption) cannot be sold or given away as part of the bake sale or fundraising activity.

• Pepsi Products only

- Food products sold must be individually wrapped at the original point of preparation and be reasonably protected from unnecessary handling or other airborne contaminations.
- If home-prepared food products are sold, then a notice stating the food product is "Home Prepared/Not Inspected" must be prominently displayed at the point of sale.
- The sponsor is granted a limited permit for the distribution of food. This permit may be terminated or cancelled by University at any time, at its sole discretion, without recourse by the sponsor.
- The sponsor must comply with all directives of University authorities.
- The sponsor is solely responsible for the management, preparation, and distribution of its food; including set-up, service, supervision, take-down, clean-up, as well as all financial obligations and liabilities in connection with or necessitated by this permit.
- The sponsor is responsible for providing any and all equipment and personnel necessary to conduct its business.
- If not affiliated with the University, then the sponsor shall defend, indemnify and hold harmless University, its officers, agents, and employees, from and against any and all claims, damages, costs, expenses, including reasonable attorneys' fees, losses, or liabilities, arising out of or in any way connected with this permit including, without limitation, claims for loss or damages to any property, or for death or injury to any person or persons.
- If not affiliated with the University, then the sponsor will provide a certificate of insurance demonstrating the sponsor's ability to meet University insurance requirements.
- The sponsor may not assign or delegate this permit to any third party without specific written permission of the University.
- This permit is governed by and interpreted under the laws of the State of Minnesota.
- Future permission to engage in similar activities is contingent upon compliance with these terms and conditions

We, the undersigned request the above privilege be approved. We have read and understand the policies noted above and on reverse side. That funds raised from this event will be used solely for legitimate organizational purposes.

Organization President

Faculty/ Staff Advisor

Request Approved (Office Use Only)

By: _____

Date Approved: _____

Implementation of Limited Fund Raising Permits

Centennial Student Union
Minnesota State University, Mankato

The Policy

This policy is being established to balance the needs of Recognized Student Organizations to fund raise in the Centennial Student Union for legitimate organizational requirements and University contractual obligations. This policy is possible because of the agreement of University Dining Services and the Barnes & Noble University Bookstore.

Who

The Director of the Centennial Student Union and/or designee shall only approve requests for Limited Fund Raising Permits to Recognized Student Organizations and/or Student Activity Funded departments or organizations.

Why

Requests for Limited Fund Raising Permits will only be approved for an organizational fund raising activity. No personal or non-organization fund raising will be allowed. The funds raised must be deposited into a University account or other approved off-campus account within two (2) business days of the fund raising activity. Proof of deposit will be required when making future requests for Limited Fund Raising Permits.

What

The Director of the Centennial Student Union and/or designee must pre-approve the items for sale at the fund raising activity. The items for sale and the fund raising activity must conform to all State and University policies. Fund raising activities will not take place in front of MavAve or the Barnes & Noble University Bookstore.

How

A Recognized Student Organization or Student Activity Funded Department or Organization can have a maximum of three (3) Limited Fund Raising Permits per semester.