Organization Name __________________________ Date of Fundraiser __________

Fundraising Event _____________________________________________________

Please do not begin your project until proper approval has been received.

The individuals responsible for requesting permission to do fundraising for their organization should keep this information in their files and see that all members are made aware of all aspects of the restrictions and protocols for fundraising.

Ozarks’ Charter: University of the Ozarks is a private, non-profit, charitable corporation as described by section 501(c)3 of the Internal Revenue Service Code. As such, the University is bound by a variety of legal restrictions as pertain to matters of fundraising. Failure by any member of the campus community to adhere to these legal restrictions could jeopardize the charitable status of the University and thus jeopardize the wellbeing of every member of the campus community. The University receives virtually no direct local, state, or federal tax support for its general operation, and is thus heavily dependent upon generosity of donors to provide a high quality educational environment for its students.

Restrictions for fundraising include:

- **Office-to-office solicitation on campus is prohibited.**
- **Off-campus, door-to-door fundraisers are also prohibited** to protect the community from illicit individuals and/or groups who claim to represent the University and fraudulently solicit donations from members of the community. The community has been informed that Ozarks’ students are prohibited from making door-to-door solicitations and advised to call the police should they encounter anyone making door-to-door solicitations using the University’s name.
- **Any fundraising activity requires written authorization by the Office of Advancement & Alumni Engagement.**
- Ozarks organizations may not partner with a business or organization in a fund raising endeavor that uses the name or purpose of the university to promote the third party.
- **Business Donation Solicitation:** In addition to restrictions requesting funds, campus organizations should not canvas the community for “free” items that are to be used as prizes or “give-a-ways”.

This information has been reviewed and we feel that the attached Request for Fundraising Event does not compromise any of the above restrictions:

________________________________________________________________________

Signature of person making request          Date
University of the Ozarks
On-Campus Fundraising Event Application

Name of campus department making request __________________________________________

Person making request ___________________________ Phone # _______________________ Email ____________________

Athletic Director ___________________________ Phone # _______________________ Email ____________________

Fundraising Approval Request
Name and Description of fundraiser
________________________________________________________________________________________

Purpose of fundraiser
________________________________________________________________________________________

Date of request __________________ Dates(s) of fundraising event ____________________________
(This form should be submitted at least ten (10) days in advance of the fund raising event.)

How much money do you anticipate raising? (net) _______________________________________

Does this event require resources that must be acquired? _____ If yes, list: __________________________

What is the strategy for acquiring these resources? __________________________________________
________________________________________________________________________________________

What is the designated location of the event or donations made?

Who is responsible for appropriate handling of funds raised? ____________________________

Who will benefit from the event and how will they benefit? ________________________________

Will you need the assistance of marketing? _____ If so, please describe need: ___________________
________________________________________________________________________________________

Please attach any information that will be used in your fundraising event, i.e. forms, letters etc.

Upon appropriate approval, an email will be sent to the person listed above by the Office of Advancement & Alumni Engagement. Your event cannot begin without approval of the Vice President for Advancement & Alumni Engagement.

Signature of person making request ___________________________ Date: _____________

Signature of Athletic Director ___________________________ Date: _____________

___ Approved ___ Not Approved ___________________________ ______________________
Office of Advancement & Alumni Engagement  Date