



# Appendix G

## Fundraising Application & Reconciliation Forms

 <b>MONMOUTH UNIVERSITY</b> <small>where leaders look forward™</small>	Office of Student Activities and Student Center Operations 732-571-3586; activities@monmouth.edu
<b>STUDENT CLUB FUNDRAISING APPLICATION</b>	
Name of Club/ Organization	_____
Fundraising Coordinator	_____
Phone Number	_____ Student ID Number _____
Fundraising Event	_____
Type of Fundraiser (Circle One)	Bake Sale      Candy Sale      Q-Grams/Messages      Collection Ticket Sale      Non-Food Sale      Silent Auction      Other _____
Date(s) of Fundraiser	_____
Advisor Name	_____
Received	_____
Approved By	_____
Date	_____
Amount Raised	_____
Prize Won By	_____

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<b>STUDENT CLUB FUNDRAISER RECONCILIATION FORM</b>	
IT IS THE RESPONSIBILITY OF THE STUDENT GROUP HOSTING A FUNDRAISER TO INFORM THE OFFICE OF STUDENT ACTIVITIES AND STUDENT CENTER OPERATIONS THE FOLLOWING INFORMATION UPON COMPLETION OF THE FUNDRAISER. FUTURE FUNDRAISER(S) MAY BE DECLINED WITHOUT THE COMPLETION OF THIS RECONCILIATION FORM.	
Name of Club/ Organization	_____
Fundraising Coordinator	_____
Phone Number	_____ Student ID Number _____
Fundraising Event	_____
TOTAL MONEY RAISED	_____
TOTAL MONEY SPENT	_____
NET GAIN ON FUNDRAISER	_____
MONEY DEPOSITED DATE	_____
ALL MONIES EARNED ON A FUNDRAISER MUST BE DEPOSITED INTO YOUR MU STUDENT CLUB ACCOUNT*. FOR ASSISTANCE WITH OPENING A STUDENT CLUB ACCOUNT OR HOW TO MAKE A DEPOSIT, PLEASE STOP BY OUR OFFICE.  <small>* Fraternities and Sororities do not have MU accounts, but should be depositing money raised into their off-campus bank account - See your chapter treasurer. THIS FORM MUST STILL BE COMPLETED TO CLOSE THE FUNDRAISER.</small>	
FUNDRAISING COORDINATOR SIGNATURE	_____
DATE	_____
ADVISOR SIGNATURE	_____
DATE	_____