



# FUNDRAISING PROPOSAL AND REPORTING FORM

## Springfield College Student Government Association

THIS FORM MUST BE COMPLETED WITHIN 72 HOURS OF THE CONCLUSION OF THE FUNDRAISING EVENT.

All monies collected **MUST** be deposited with the Office of Student Activities & Campus Programs **within 24 hours** after the fundraiser concludes.

Failure to deposit monies collected will result in your organization account being frozen until review by the Vice President for Business Affairs and Director of Student Activities.

**STUDENT ORGANIZATION NAME:** \_\_\_\_\_

**FUNDRAISER TITLE:** \_\_\_\_\_

### FUNDRAISING INFORMATION

A. Total Income from Fundraiser: \$ \_\_\_\_\_

B. Expenses for Fundraiser (attach all receipts): \$ \_\_\_\_\_

C. Income to be Deposited (Line A – Line B): \$ \_\_\_\_\_

### ORGANIZATION'S REVIEW OF FUNDRAISER

Do you feel the fundraiser was successful?  Yes  No

*Why/Why Not?* \_\_\_\_\_

What means of promotion did you use? \_\_\_\_\_

Would you do this fundraiser again?  Yes  No

*Why/Why Not?* \_\_\_\_\_

### SIGNATURES:

Student Organization Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_

Student Organization Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

SGA VP for Business Affairs: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Student Activities: \_\_\_\_\_ Date: \_\_\_\_\_