

**Fundraiser Approval Form**

*All fundraisers must be approved one month in advance and completed forms should be emailed to Dr. DeVos (*[*Elizabeth.devos@jax.ufl.edu*](mailto:Elizabeth.devos@jax.ufl.edu)*) with Shawn Murphy (*[*smurphy21@ufl.edu*](mailto:smurphy21@ufl.edu)*) and Christine DeBastiani ([cdebastiani@ufl.edu](mailto:cdebastiani@ufl.edu)) copied.*

*Please give us 6 weeks of lead-time if you have a contract associated with this fundraiser.*

Student contact person for fundraiser with email and phone number

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Name and date of fundraiser (example: Pizza night at Blaze)

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Briefly describe your fundraiser:

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How will money be collected (cash, check, credit card)?

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Will a credit card machine be needed at this event?

(please contact Christine DeBastiani or Shawn Murphy)

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Is this a one time, recurring, or ongoing event?

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Name of trip(s) benefitting from the profits

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Where will this fundraiser be held?

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Are there any contracts associated with this fundraiser?

Who is your contact for the fundraiser (name, address, email, phone, etc.)?

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**NO STUDENT MAY COLLECT ANY MONEY INTO A PERSONAL ACCOUNT.**