

Missouri State Fund Raiser Registration Form

*** This form must be completed prior to a sales reservation being confirmed. ***

Please print. Do not use abbreviations.

Organization: _____ Activity Date: _____ Time: _____

Name of Contact Person: _____ Phone Number: _____

Email Address of Contact Person: _____

Location (Plaster Student Union): Table Inside Table Outside

Other Location: _____

Co-Sponsor of Activity: _____
(Name of Company/Organization working with your organization)

Clear Description of Activity: _____
(Plant sale -- candy grams -- t-shirt sale -- Bake Sale, etc.)

Proceeds Go To: _____

Important Information (read carefully!):

1. All on-campus fundraising must occur at designated sales locations inside or outside of the Plaster Student Union, and must be registered and reserved through the Event and Meeting Services Office, PSU 302. No tables may be moved from their set locations. Each registered student organization in good standing may schedule multiple on-campus fund raising projects each semester, provided proper facilities are available.
2. See reverse of this form for more important information about specific types of fundraisers. **Raffles or lotteries are not allowed.** They are illegal according to Missouri law.
3. Items to be sold must not directly conflict with products or services provided by vendors/services of the University. Clarification and final approval will be made by the Director of the Plaster Student Union.
4. If your fund raising project includes food of any kind, approval must be provided by the Director of Catering.

Officer: _____ Date: _____
(Signing this form indicates knowledge of and responsibility for this activity)

Advisor: _____ Date: _____
(Signing this form indicates knowledge of and responsibility for this activity)

Food Service: * _____ PSU Director: ** _____

Approved: _____ Date: _____
Event and Meeting Services

* For some sales that include prepared food.

** For sales products that may be in conflict with University policies, contracts, or services.

Bake Sale Rules

For health and safety reasons:

- a. All items to be sold must be prepared from ingredients that are not contaminated and are freshly purchased with no evidence of spoilage.
- b. They must be prepared by individuals who are not ill and have no skin conditions or rashes.
- c. It is advisable to not try to sell items that are of a perishable nature such as ice cream, milk, eggs, or cream-filled pies, which must be refrigerated.
- d. To prevent other contamination, all items should be wrapped or bagged in cellophane before being displayed or sold.

Cooperative fundraisers:

If a University organization is working with a company or non-university organization for a fundraiser, the following requirements apply:

- A representative of the recognized University organization must be present at the fundraiser at all times.
- A fee will be charged for use of the fundraiser space. Organizations are encouraged to request that their company partner pay this fee up front, to avoid accruing charges to the organization.
- A representative of a company working with an organization must sign the "Business Promotions" form available from Event and Meeting Services before setting up the sale.
- Even when sponsored by a University organization, business representatives must stay behind the contact table and allow interested students to approach them.