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| **Sales and Food Fundraising Request Form** |

Forms can only be submitted by 1 of the 5 RSO Officers. A Sales and Food Fundraising Request Form is used when an RSO is planning to sell items, services or food on campus.

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|  |  |  |  |  |
| Full RSO Name |  | SAO Adviser |  | Today’s Date |

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|  |  |  |  |  |
| RSO Officer Name |  | UW Email |  | Phone |

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| Fundraiser Description |  | Fundraiser Date(s) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Ticket Prices: | Students | Non-Students |
| Requested Fundraiser Location(s) |  | Door Sales | $ | $ |
|  |  | Advanced Sales | $ | $ |

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| --- | --- | --- | --- |
| Items to be Sold: |  |  |  |
| Prices: | $ | $ | $ |

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| *Attach additional sheet for more items.* |

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| Checklist prior to holding a Fundraiser |

Will you be selling food for your fundraiser?  Yes  No

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|  | If Yes, complete the online [Food Permit](https://depts.washington.edu/ehas/pubcookie/prod/foodpermit/client/index.php) from Environmental Health & Safety and attach the approval to this application. |

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|  | If Yes and *if applicable*, obtain approval from Robert Bickham, Assistant Director UW Dining, UW Housing and Food Services and attach the approval to this application. | | | | | |
| Robert Bickham | Email: | rbickham@uw.edu | Phone: | 206-616-4117 |

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|  | Obtain approval of UW facility manager. | |
| Name: | |  | | Signature: |  | Date: |  |

|  |  |  |
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|  | *If applicable*, obtain additional approval from: |  |

|  |  |
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|  | At least two RSO members must be present to monitor fundraising activities at all times. |

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|  | *If applicable*, secure a ticket crew and complete the Ticket Crew Request Form available from SAO. |

**I certify that I have read and will abide by the** [**policies**](http://depts.washington.edu/thehub/sao/rso-policy-guide/fundraising/) **for the Sales & Food Fundraising Event.**

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|  |  |  |
| RSO Officer Name & UW Email |  | Date |

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|  |  |  |
| SAO Approval |  | Date |

Questions? Contact SAO: 206-543-2380 | saofunds@uw.edu | HUB 232