



Fundraising Approval Form



Montana State University– Billings will grant approval for registered student organizations or campus departments to conduct fund-raisers on campus provided the following conditions are met: The Director of Student Life must approve all requests to conduct fundraisers. Requests must be presented at least 10 days in advance of the activity on forms provided by the Student Union and Activities Office. For raffles, sponsoring student organizations or departments are responsible for following all state laws as outlines in Montana Code Annotated, Section 23-5-413. A copy of this document is available in the Student Union and Activities Office, SUB 219. No solicitation of any kind shall be conducted in living units of University students on University property unless approved by the Office of Housing and Residential Life. Violations of any University regulations and local, state or federal laws, ordinances or regulations shall justify discontinuance of the fund raising activity and denial of all future requests.

Student Organization or Department
Sponsoring Fund Raisers: _____

Individual in Charge of Project : _____

Address: _____

Telephone: _____

Purpose of Fundraiser: _____

Anticipated Revenue: _____

Price of Items to be Sold/Raffled: _____

Description of Items to be Sold/Raffled: _____

Date of Function: _____

Location: _____

Signature of Individual Responsible for Function

Date

Signature of Faculty/Staff Advisor of Student Org. or
Department Head

Date

Signature of Sodexo General Manager
(For Fundraisers including food)

Date

Signature of Building Manager where Function is to be Held

Date

Signature of Director of Student Life

Date

If A Fund-Raiser Includes A Raffle:

1. If a raffle is to be conducted by a religious corporation sole or a non profit organization a county permit is not required. MSU-Billings registered student organizations qualify as non profit
2. The proceeds from the sale or tickets for a raffle may be used only for a charitable purposes or to pay for prizes. Proceeds may not be used to pay for administrative cost of conducting the raffle.
3. The organization who has conducted a raffle must submit an accounting to the Board of County Commissioners within 30 days following the completion of the raffle.
4. The sale of raffle tickets is restricted to events and participants within the geographic confines of the state.
5. The representative of the student organization or campus department acknowledges an understanding of and an agreement to abide by all state laws by signing this form