

**Fundraising/Philanthropy Request**  
**Due FIVE business days before the philanthropy/fundraiser**

Recognized student organizations may engage in fundraising/philanthropy projects that support the programs of the organization, the educational activities of the university community or a philanthropic purpose. Each project must be registered and approved in advance by University Center and Student Activities and may not violate state law.

**Fundraising and Philanthropies include any type of fundraising or donations whether it is of monetary or material contribution.**

Organization \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_

Email \_\_\_\_\_ Proposed date(s) \_\_\_\_\_

Times \_\_\_\_\_ Proposed location \_\_\_\_\_

Organization(s) Benefiting \_\_\_\_\_

Description of project \_\_\_\_\_

Amount to be charged \_\_\_\_\_

Organization President's Signature: \_\_\_\_\_

Faculty Advisor's Signature: \_\_\_\_\_ Telephone: \_\_\_\_\_

Will any Advisors be Present at this Activity:        YES        NO

**If food is involved, please complete the Food Sale Guidelines.**

**For raffles, please answer the following questions:**

Has the organization existed for at least 3 years preceding the raffle? YES NO

Has the governing body been duly elected by the members during those 3 years? YES NO

Is the organization exempt from federal income tax under Sec. 501(c) of the Internal Revenue Code? YES NO

Does the organization distribute income to its members, officers, or governing body? YES NO

Does the organization engage in political campaigning or lobbying; devote a substantial part of its activities to attempting to influence legislation and participates or intervenes in any political campaign on behalf of any candidate for public office in any manner, including by publishing or distributing statements or making campaign contributions? YES NO

When was the last raffle conducted by the organization? \_\_\_\_\_

\_\_\_\_\_ Approved

\_\_\_\_\_ Disapproved

Reasons:

\_\_\_\_\_  
University Center and Student Activities Representative

\_\_\_\_\_  
Date

Rev 07/06

With few exceptions, you have the right to request, receive, review and correct information about yourself collected using this form.

# Food Sale Guidelines

Date of sale \_\_\_\_\_ Organization \_\_\_\_\_

What type of food is being sold? \_\_\_\_\_

Has Food Service Exemption been approved (required for all except snack food)? YES NO

A. Is food being prepared by organization members or other "helpers"? YES NO

If no, please skip to section B.

If yes, where is food being prepared? \_\_\_\_\_

Does the location have a current Health Permit? YES NO (please include copy of Health Permit)

List the names of all those who will or may come into contact with the food and state whether or not each has a food handler's permit:

| Name  | Permit? |
|-------|---------|
| _____ | _____   |
| _____ | _____   |
| _____ | _____   |

B. Is food pre-packaged (from store)? \_\_\_\_\_ Will items be re-packaged? \_\_\_\_\_

Please list each item and how it will be packaged for sale:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## C. Basic Food Protection

All guidelines set forth by the Corpus Christi-Nueces County Health Department for food preparation and food handlers are to be followed, which includes but is not limited to:

1. Use tongs, spoons, and plastic gloves when handling food.
2. Cover all food at all times.
3. Ice used for cooling must not be used in drinks.
4. Keep food/ice covered, protected from dust, insects and coughs.
5. Store cooked foods separate from uncooked foods.
6. Keep hot foods hot...140 degrees plus and cold foods cold...45 degrees or less.
7. Keep surface clean and sanitized and wash hands frequently.
8. Rings and/or dangling bracelets must not be worn while handling food/ice.
9. People with sore throats, colds, skin infections or cuts on hands must not handle food/ice.
10. No smoking, eating or drinking in food preparation areas.
11. Servers must be clean and wear clean clothes.

I hereby agree to the above-mentioned guidelines on behalf of our student organization. I understand that if these guidelines are broken, our organization will lose fundraising privileges for one semester.

\_\_\_\_\_  
Organization

Rev. 7/06

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date