

# USC Trojan Event Services

3607 Trousdale Parkway, TCC 425 – MC 3103, Los Angeles, CA 90089-3103  
Tel: 213.740.6728 – Email: scevents@usc.edu

## Fundraising Approval Request Form

**(Note Deadline:** This form must be returned to the Trojan Event Services office with all required signatures at least 2 weeks before your event date. Forms received less than 2 weeks before your event date will not be accepted.)

Today's Date:			
Organization:			
Contact Name:	Contact Phone Number:		
Contact Fax:	Contact Email:		
Contact Address:	City, State, Zip:		

Event Date(s) Requested?	1.	2.	3.	4.
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Location(s):	
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Event Type\*:

- Food/Beverage Cash Sales** (Approval signature required from the Erika Chesley, Associate Director - USC Hospitality, [erika.chesley@usc.edu](mailto:erika.chesley@usc.edu), 213-821-5707. Note: All food and beverage must be supplied by an approved vendor. No "homemade" items will be approved.)
- Item Sale** (Approval signature required from the Nichelle Huizar, Senior Associate Director, University Bookstore, [nichellm@usc.edu](mailto:nichellm@usc.edu), 213-740-8505)
  - Please list items below: \_\_\_\_\_
- Donation Collection for Organization**
- Charity Collection** (A letter is required from the agency/organization receiving the fund raised stating that they are aware of this fundraiser and will be accepting the money. This letter must be on the agency's official letterhead and submitted with this request. The request will not be accepted without this letter.)
- Other: \_\_\_\_\_

Event Description (Required) \_\_\_\_\_

**\*STUDENT ORGANIZATIONS** - For all recognized USC student organizations, fundraising approval must also be granted from Campus Activities (SKS 410, 213-740-5693).

**Before final approval can be granted from USC Trojan Event Services, you must complete this form, with the required approval signatures. Although authorization from Hospitality Services and the University Bookstore is required, it does not guarantee approval by USC Trojan Event Services.**

This form serves as a fundraising approval request only. Events are not confirmed until you receive confirmation from USC Trojan Event Services. **All of the following signatures need to be obtained in the order they are listed.** First, please obtain a signature from Campus Activities followed by the Bookstore and/or Hospitality. Lastly, another signature is required from Campus Activities before submitting the form to Trojan Event Services.

**\*Campus Activities Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

**Bookstore Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

**Hospitality Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

**\*Campus Activities Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

The University of Southern California reserves the right to cancel any event, in whole or in part: If fees are not paid 2 weeks prior to the event, if the group does not comply with USC policies and procedures, or if USC officials cannot ensure the safety of students, faculty, staff or visitors.

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