Student clubs/organizations planning a fundraising drive, soliciting tickets for a University-sponsored event, or selling clothing or other items must complete this form. The following guidelines must be followed by Regis University student organizations in possession of funds collected from the University Community.

- This form must be completed in advance of a fundraising drive, ticket sales, t-shirt sales, or other events at which funds are collected by student organizations.
- This form must be submitted to a professional staff member of the Office of Student Activities at least five (5) business days prior to the date the fundraising drive or solicitation period is to begin.
- Completion of this form does not necessarily indicate permission to proceed with the fundraising drive or solicitation period. Fundraising and/or solicitation may only begin after this form is approved (with signature) by the Dean of Students.
- University rules prohibit door-to-door solicitation (fundraiser or otherwise) in the University Residence Halls.
- The collection of funds is limited to two business days following the date (indicated below) on which the solicitation of funds is to begin.
- Funds collected must be deposited in the Student Activities safe by 5pm of each business day money is collected.
REVENUE GENERATING PROGRAMS (RGP) FORM

Club Sport Team Requesting RGP: __________________________________________________________

Club Sport Team Contact for RGP: __________________________________________________________

Email: ___________________________________________ Phone: _____________________________

Description of RGP:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Date of RPG: ____________________________________________________________

Location: _________________________________________________________________

Purpose of RPG:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Date when money will turned in: _________________________________________________

APPROVALS

Dean of Students: ___________________________________________ Date: ______________

Club Sport Professional: ____________________________________________________________

*Please review the policies for Revenue Generating Projects in the Club Sport Handbook.