



Submit Completed
 Application to:
 SWOSU Foundation,
 Burton House,
 100 Campus Drive,
 Weatherford OK 73096

FUNDRAISING ACTIVITY APPLICATION

Which Foundation Fund(s) will this fundraising activity benefit?

_____ Foundation Fund Number(s): _____

For questions about the Foundation Fund Number please call Burton House, 580-774-3267 for assistance

Please describe the fundraising activity (how will the funds be raised, who is being asked to contribute, who will be carrying out the activity, where will the activity occur, etc.):

Contact Person - Name, Phone Number, & E-Mail Address: _____

Will this activity require SWOSU resources? Yes No

If "Yes" please list those resources below:

SWOSU Personnel: _____ SWOSU Facilities: _____

SWOSU Equipment, Supplies, Services, etc. _____

Will any external source(s) be donating resources to this activity? Yes No

If "Yes" please list the donor & resources out below:

Will this activity include sales of SWOSU-branded paraphernalia? Yes No

If "Yes" please provide documentation of the paraphernalia design approval as received from SWOSU.

Will this activity include an actual event separate from a SWOSU event? Yes No

If "Yes" please complete a Foundation Event Hosting Application (attached)

PLEASE HAVE SIGNED IN ORDER:

"By affixing my signature below I affirm that I have authority to grant permission of usage of the location specified in this document for the purposes specified in this document. I also agree to indemnify the SWOSU Foundation, Inc. for any liability, expenses, or damages incurred as a result of the SWOSU Foundation, Inc.'s involvement with the activity specified in this document."

SIGNATURE OF AUTHORIZED VENUE COORDINATOR: _____

DATE: ____/____/____

"By affixing my signature below I affirm that I accept responsibility for conducting & reporting on the activity requested in this application. I understand that I am responsible for ensuring compliance with the laws & ordinances established by the City of Weatherford, the County of Custer, the State of Oklahoma, & the United States of America & with the rules & guidelines communicated to me by the SWOSU Foundation, Inc. Additionally, I agree to indemnify the SWOSU Foundation, Inc. for any liability, expenses, or damages incurred as a result of the SWOSU Foundation, Inc.'s approval of this activity."

SIGNATURE OF BENEFITTING FOUNDATION FUND SIGNATORY: _____

DATE: ____/____/____

APPROVAL OF FOUNDATION EXECUTIVE DIRECTOR: _____

DATE: ____/____/____



Submit Completed
Application to:
SWOSU Foundation,
Burton House,
100 Campus Drive,
Weatherford OK 73096

EVENT HOSTING APPLICATION

- PLEASE READ BEFORE COMPLETING -

This application should be completed ONLY if a SWOSU Foundation Fundraising Activity Application has already been completed & ONLY if the Activity includes an actual event separate from a SWOSU event. Please DO NOT submit this application for processing separate from a completed SWOSU Foundation Fundraising Activity Application.

EVENT DATE: ____/____/____ EVENT TIME: ____:____ a.m. p.m.

Would you like to serve alcohol at this event? Yes No

Will event attendees/participants engage in physical activities? Yes No

Will SWOSU employees volunteer at the event? Yes No

Will non-SWOSU employees volunteer at the event? Yes No

Who is expected/invited to attend/participate in this event? Please check all that apply:

General Public (Ages 18 & Over) General Public (Under Age 18)

SWOSU Employees SWOSU Students SWOSU Alumni & Emeriti

Please describe the event in detail:

BENEFITTING FOUNDATION FUND NAME: _____

BENEFITTING FOUNDATION FUND NUMBER: _____

APPROVAL OF FOUNDATION EXECUTIVE DIRECTOR: _____ DATE: ____/____/____
--