

University Policy 500.04

Because Alumni Chapters are units of the Claflin University International Alumni Association (CUIAA) and because the CUIAA, Inc. is a sanctioned agent of the University organized to aid and abet participation by alumni with the University the following policies regarding fundraising on the University's behalf are hereby established:

I.

- VIII. The accounting records pertaining to the event will be kept by the University. The University will take responsibility for obtaining all licenses and insurance as needed as is warranted by the type of event being held. The committee will agree to abide by the rules set by governing organizations controlling such things as gaming rules and liquor licenses, etc.

Co-Sponsored Fundraising Events

INSTRUCTIONS: Please complete the following Solicitation and Fundraising Events Form and submit to the Office of Institutional Advancement, third floor Tingley Memorial Hall, Suite 10.

PLEASE NOTE: All solicitation, fundraising and related events must be approved by

writing. This form is a request only and does not guarantee the fundraising event, facility or any services will be available or approved. I have read, understand and will abide by the established rules and regulations governing solicitation and fundraising events at Claflin University.

Requestor's Signature: _____ Date: _____

FOR OFFICE USE ONLY

Request Received By: _____

Date: _____

Approved: _____ Disapproved: _____

Signed: _____

Date: _____

Vice President for Institutional Advancement

Claflin University
Fundraising Event Reconciliation Report

Reporting Organization: _____

Submitted by:

(Name)

(Position)

Event Description:

Event Objectives:

1. _____
2. _____
3. _____
4. _____
5. _____

Event Achievements:

1. _____
2. _____
3. _____

AUDIT REPORT

SOURCES	INCOME	EXPENSE	NET

Phones: Mobile _____ Home _____
Office _____

