

ISU Dining Fundraising Application Form

ISU Dining — Memorial Union Food Court

Organization Name: _____

Has agreed to hold a fundraising night on Tuesday or Thursday (Date): _____

Address: _____

City, State and Zip Code: _____

Contact Name: _____ **Telephone:** _____

Organization Account Number: **206-00-35-00-** _____ **Email:** _____

Eligibility: All currently recognized student organizations as determined by the ISU Student Activities Center are eligible to apply for a fundraising event. Only one fundraising event is allowed per Tuesday or Thursday night, and will be determined on a first come, first served basis to reserve a date.

Fundraising Procedure:

1. The student organization will complete the ISU Dining Fundraiser Application Form and submit to the Food Court manager for review. This should be submitted a minimum of 30 days prior to the date of the event if possible. Exceptions can be granted with approval by ISU Dining if the event can be accommodated with less than 30 days notice.
2. ISU Dining will review applications as received and approve for the date requested if available, or suggest an alternate date if necessary. The confirmation will be sent via email to the student organization notifying them of the approval or non-approval of the fundraising event within 7 days of receipt of the application.
3. The fundraiser will occur on Tuesday or Thursday nights from 3:30pm to 7:00pm during the fall and spring semesters of the academic year, excluding university holiday's and breaks.
4. The organization will market the event ahead of time, through distribution and posting of flyers/signs, as well as via email or other social media outlets.
 - o ISU Dining will provide a flyer template that will be customized with the name of the organization and date for their event.
5. Only one fundraising night will be allowed per academic year for each organization. This can be amended if there are not enough organizations interested in hosting a fundraising night to fill all Tuesday or Thursday evenings during the academic year.

General Guidelines:

In order to ensure that all proposed fundraising events are registered and authorized, ISU Dining will require the following:

1. Official completing the Fundraiser application must be 18 years of age or older.
2. Use of the ISU Dining name, logo or any other term implying endorsement by, or support of ISU Dining, is not authorized.
3. No marketing for the events should reflect poorly on ISU Dining.
4. ISU Dining assumes no responsibility for promoting the event; this is entirely up to the organization. However, ISU Dining may assist the organizations with marketing the event via the ISU Dining webpage, Facebook page, Twitter or other means at the request by the hosting organization and approval of ISU Dining.
5. Intramural transfer will be issued to the fundraiser after completion of the event, in lieu of check or cash.
6. The MU Food Court agrees to donate a percentage of the sales received from 3:30-7:00pm on the night of the event based upon the total sales collected. The amount of money to be paid to the organization will be determined according to the chart below. Each student meal bundle purchased will result in \$1 being added to the total amount returned to the organization once the minimum of 150 meal bundles is achieved (typical Thursday night meal count).
7. The MU Food Court will keep a record of sales to be credited to the organization and will make records available to the organization representative within two days of the event. An Intramural transfer will be processed within 30 days of the event to transfer funds to the hosting organization.

Incentives

Food Court Revenue	Percentage Earned
\$500-\$749.99	5% <i>plus \$1 per meal bundle as long as minimum 150 is met</i>
\$750-\$1049.99	10% <i>plus \$1 per meal bundle as long as minimum 150 is met</i>
\$1050-\$1349.99	15% <i>plus \$1 per meal bundle as long as minimum 150 is met</i>
\$1350 or more	20% <i>plus \$1 per meal bundle as long as minimum 150 is met</i>

Tips for a Successful Fundraiser

1. Organizations may reserve tables near the MU south entrance (by University Bookstore) and west entrance (by spiral staircase) to generate awareness for their organizations fundraiser night. This can be done a day or two in advance of the event and also the evening it is taking place. These can be reserved through the MU event management office on the third floor of the MU.
2. Get the word out about the event via as many methods as possible. Email, Facebook, Twitter, word of mouth, and post advertising flyers in as many places as possible.