

STARTING FUND REQUEST

Norris University Center - NBO Cashier's Office

The Cashier's Office assists student organizations in their fundraising activities by providing them with the means by which to *conduct sales and appropriately record, reconcile and deposit* the revenue generated at their events. Starting funds are very short term, usually no cost loans available only to student organizations with S.O.F.O. accounts. They are issued for a single sales event and date, and must be used in accordance with the guidelines found in the S.O.F.O. Handbook. All of these funds are distributed in red locking cash bags to designated members of a student organization within two hours of when sales are scheduled to begin—usually to be returned no later than 24 hours after being issued.

Never use these funds or sales revenues to issue refunds or pay expenses.

Event name: _____ Date the fund is needed: _____

Multiple dates require a request form for each day of sale.

Location of sale: _____

What will you be selling (select one): Admission (Must issue tickets)

Separate requests are needed for each sales category—admission, raffle, and merchandise.

Raffle* (Must issue tickets and present permit from city)

T-shirts (Must provide inventory and sales counts)

Water bottles (Must provide inventory and sales counts)

Baked goods (Must provide inventory and sales counts)

CDs/DVDs (Must provide inventory and sales counts)

Other. (Please describe: _____)

When selling merchandise, item counts must be made before and after the sales activity of the day.

Charging for Admission to Your Event:

When admission is charged, tickets must be issued to patrons. Care should be taken to sell them in sequence by ticket number. ***Student groups are responsible for organizing, reporting mō 'a`***

Single stub Double stub How many? _____

Box Office (printed by the Norris Box Office; to be removed from sale by 2PM on the nearest business day prior to the event)

Printed (pre-ordered from a professional printer; to be presented to the Cashier for auditing at least 5 days before the event)

Not Applicable

Pricing: NU Student \$ _____ NU Staff \$ _____ NU Faculty \$ _____
 General \$ _____ Child \$ _____ Senior Citizen \$ _____
 Member \$ _____ Non-member \$ _____ Other _____ \$ _____

A single admission price is recommended. However, if a tiered pricing structure is used, the student group should write the sales price of the ticket on the patron and house stubs when it is sold.

*** The Evanston City Manager must approve all raffles. Applications for this approval are available at the Cashier's Office and must be submitted to the City Manager at least 30 days before the event date. Only Starting Fund Request forms accompanied by the approved application will be accepted. Persons under the age of 18 cannot conduct raffle sales.**

STARTING FUND REQUEST for **Event:** _____ **Date:** _____

Estimated Attendance _____ Please specify an expected attendance estimate for this date only. Use this estimate and the ticket prices to determine the appropriate starting fund.

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