

Student Organization Request to Sell Application



THIS FORM MUST BE SUBMITTED TO THE COMMUNICATION AND MARKETING OFFICE 14 BUSINESS DAYS BEFORE ITEMS WITH THE ROSEMAN LOGO, TRADEMARK, OR NAME CAN BE SOLD BY A STUDENT ORGANIZATION.

Items with the Roseman logo, trademark, or name must be approved by the Communication and Marketing Office.

CONTACT INFORMATION

ORGANIZATION REQUESTING EVENT: _____ CAMPUS: HD OR SJ

ORGANIZATION PRIMARY STUDENT CONTACT NAME*: _____

*The primary student contact is the student assuming the most active role in planning and implementing this event.

PRIMARY STUDENT ROSEMAN EMAIL: _____

PRIMARY STUDENT PHONE: _____

ORGANIZATION ADVISOR NAME: _____

ADVISOR ROSEMAN EMAIL: _____

ADVISOR ROSEMAN PHONE: _____

PROPOSED SELLING DETAILS

EVENT START DATE: _____ END DATE: _____

ITEMS TO BE SOLD: Please provide an overview of the items you are proposing to sell:

ITEMS TO BE PROMOTED TO WHICH OF THE FOLLOWING (CHECK ALL THAT APPLY):

- Roseman Students
- Roseman Faculty/Staff
- External Constituents (family, friends, etc.)

ADVISOR ACKNOWLEDGEMENT

- I am aware of this fundraising effort and approve the organization's involvement.

Student Club/Organization's Faculty/Staff Advisor: Printed Name, Signature and Date

DEAN/PROGRAM DIRECTOR'S OFFICE FUNDRAISING EVENT APPROVAL

If the Student Organization's membership is restricted to one Academic Program, the member's Dean/Program Director's Office must approve the application; if this is an Interprofessional Organization, it requires review during a joint Dean's/Program Director's meeting.

- The Dean/Program Director's Office approves this application.

Dean/Program Director's Office Designated Administrator: Printed Name, Signature, and Date

COMMUNICATION AND MARKETING OFFICE (CMO) FUNDRAISING EVENT APPROVAL

- The Communication and Marketing Office approves the application.

CMO Designated Administrator: Printed Name, Signature, and Date