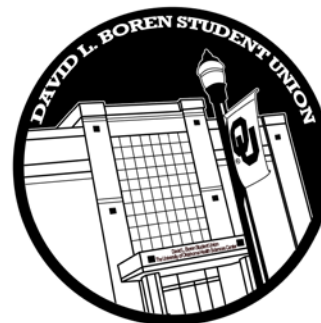




The UNIVERSITY of OKLAHOMA
Health Sciences Center
Student Affairs



Guidelines for Fundraising/Solicitation in the David L. Boren Student Union for Student Organizations

A fundraising / solicitation permit is required when student organizations are selling merchandise, having a bake sale, distributing information or placing donation boxes in the David L. Boren Student Union. **HSC Student Affairs must approve samples of all products.** Return this completed form to the Student Union Info-Desk, Room 102, at least five (5) working days prior to the solicitation date. The Student Union's first floor corridor is the only approved location for solicitation and the Union staff will decide the booth location daily to fit the needs of the Union's activity.

- Bake Sale
 - Bake sales must be approved by HSC Food Services.
 - Baked goods/desserts must be homemade. No store bought or prepackaged items allowed.
- Donation Box
 - The Student Union is not responsible for monitoring the items donated. It is recommended that student organizations regularly pick up the items during the donation period.
- Merchandise
 - For selling t-shirts or other fundraising items, designs must be attached to the permit. If the product contains registered trademarks (e.g., The University of Oklahoma, OU, Sooners, University Seal), please attach approved paperwork.
 - The "Trademark Licensing Approval Form" can be found on the HSC Student Affairs website under Forms, Handbooks & Policies: <http://students.ouhsc.edu/forms.asp>

David L. Boren Student Union
1106 North Stonewall Avenue, Room 102, Oklahoma City, OK 73117
P: (405) 271-3606 • F: (405) 271-3612 • union@ouhsc.edu • <http://students.ouhsc.edu/>

Fundraising/Solicitation Permit for the David L. Boren Student Union

The University of Oklahoma Health Sciences Center
Student Organizations Internal Use/Charitable Causes

Return this completed form to the Student Union Info-Desk, Room 102, at least five (5) working days prior to the fundraising/solicitation date.

1 STUDENT ORGANIZATION

Org. Name: _____ Contact Name: _____

Phone: _____ E-mail: _____

2 INFORMATION

Please mark which type of fundraising / solicitation will occur in the David L. Boren Student Union.

- Bake Sale *Note: Requires OU Food Services approval: _____*
Manager's Signature
- Donation Box
- Information
- Merchandise *Note: Use of OU Trademarks requires HSC Student Affairs/OU Trademark Licensing approval*
- Other:

Advertised Name of Fundraiser / Solicitation: _____

Date(s) Requested: _____ Time(s) Requested: _____

Description of item(s): _____

3 ADVISER APPROVAL

I have reviewed and approve the attached request for consideration.

Name: _____ Signature: _____ Date: _____

Phone: _____ E-mail: _____

4 HSC STUDENT AFFAIRS APPROVAL

At the University of Oklahoma Health Sciences Center, the above named group is a:

- Student Association Administration Org.
- Registered Academic Student Org.
- Registered Student Org.

The attached request has been reviewed and is: approved / denied.

Comments: _____

Name: _____ Signature: _____ Date: _____

Phone: _____ E-mail: _____

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