

**Event / Activity / Fund-raising Application
Oklahoma Baptist University**

Oklahoma Baptist University operates with a centralized calendar philosophy. All activities sponsored by OBU faculty, staff, students, or organizations must be approved at least 2 weeks in advance by the Dean of Students.

This application must be submitted by all University organizations; completed and signed by a representative of the organization; signed by the organization's sponsor.

Name of Organization: _____

Representative: _____

Date Submitted: _____ OBU Box Number: _____ Phone: _____

Event / Program: _____

Location of Event: _____

Date(s) of Event / Program: _____

Time of Event/Program: _____

Please describe the nature of the proposed event / activity and the number of people involved:

If the event / activity involves fund-raising efforts, please complete the back of this form.

Representative's Signature: _____ Date: _____

Sponsor's Signature: _____ Date: _____

Director of Student Activities Signature: _____ Date: _____

Geiger Center Director: _____ Date: _____

Food Service Director: _____ Date: _____

Dean of Student's Signature: _____ Date: _____

FUND RAISING APPLICATION
Oklahoma Baptist University

Policy:

1. Oklahoma Baptist University operates with a centralized fund raising philosophy. All fund raising efforts by OBU faculty, staff, students or organizations must be approved at least 2 weeks in advance by the Vice President for University Advancement (VPUA).
2. In most circumstances, direct solicitation of University constituents for contributions or pledges will be conducted by (1) a member of the development staff of the university, or (2) another university staff member or a volunteer accompanied by a University Advancement staff member. In most cases, solicitation of university donors without the involvement of the development staff is not permitted.
3. Solicitation of gifts from prospective donors who are not part of the university's current support base may be approved if the names of the prospects are submitted to the University Advancement office prior to solicitation. The VPUA reserves the right to delete prospects from the solicitation list if they are prospects being solicited or cultivated by the University Advancement staff.
4. Fund raising projects (sales of products or services) must also be approved at least two weeks in advance by the Vice President for University Advancement. The project must provide a legitimate product or service of value at a reasonable cost and be for the benefit of a worthy program.
5. Applications must be submitted by all university organizations; completed and signed by a representative of the organization; signed by the organization's sponsor, if applicable; signed by the vice president or dean who would have authority over the area of the university which the organization represents; and submitted for final approval to the Vice President for University Advancement.

Please list the number of people to be contacted, the method of fund-raising, project details, etc.:

A list of all individuals / businesses who will be contacted must be attached to this form.

FINAL APPROVAL: Will Smallwood Vice President for University Advancement (Jent Alumni Center)
Approved / Disapproved Date: _____

Vice President for University Advancement Signature: _____

Comments: _____