

## DUES/MEMBERSHIP REQUEST

(to be attached to the Fundraiser Authorization Request)

Name of Program: \_\_\_\_\_

Type of dues/membership fundraiser:

☐ **Internal Program Dues**

☐ **Outside Organization Dues**

☐ **Internal Program Membership Fee**

☐ **Outside Organization Membership Fee**

How often collected and on what day? \_\_\_\_\_

Amount going to Program: \$ \_\_\_\_\_

Amount going to Outside Organization: \$ \_\_\_\_\_

**Total Cost of Dues/Membership:** \$ \_\_\_\_\_

Receipts must be given to every program/club member upon acceptance of funds for dues/membership fees. The receipts must accompany each deposit that is made through Student programs. Include the following information on the receipt: Student Name, Student ID Number, Payment type (check/cash), Name of the Program/Club representative receiving payment, and Date of the receipt. (If dues are deposited directly to the Cashier's Office, then this step does not apply.)

Closing Date for this dues/membership fundraiser: \_\_\_\_\_

Your program is responsible for providing all records and documentation and for making all deposits by the above Closing Date. Student Programs will reconcile the fundraiser after receipt of these items and will issue a report to your program while retaining a copy for Student Programs.