

Office of Student Life & Leadership Development

FOOD / SERVICES DONATION REQUEST FORM

C.W. POST CAMPUS



Please complete this form early on in the planning process of your program. This form is only to be used for fundraisers or programs for charitable causes. Approval or denial will come from the Office of Student Life, in conjunction with the corresponding service provider. **Please note that this form should be submitted at least one month prior to the program.**

Name of Organization:	Today's Date:
Name of Representative:	Phone Number:
Contact Email:	
Name of Program:	
Proposed date of Program:	Proposed Time of Program:

Explanation/Purpose of Program (Why are you doing this program and who is benefiting? How will these donated items further your cause? Is your goal monetary or service orientated?)

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ESTIMATED BUDGET: Please list all the items needed for this program.

ITEM	COST	ITEM	COST
Total Projected Cost:		Fundraising Goal:	

APPROVED:	DENIED:
Details of approval as needed:	

Please Email the form to the appropriate person or print the form and drop it off at the Office of Student Life & Leadership Development, Hillwood Commons, Rm. 102.

Eric Zirlinger; Assistant Director of Student Life & Leadership Development: ext: 2818 or email eric.zirlinger@liu.edu
Fernando Mendoza; Associate Director of Student Life & Leadership Development: ext: 2606 or email fernando.mendoza@liu.edu