STARTING FUND REQUEST
Norris University Center - NBO Cashier’s Office

The Cashier’s Office assists student organizations in their fundraising activities by providing them with the means by which to conduct sales and appropriately record, reconcile and deposit the revenue generated at their events. Starting funds are very short term, usually no cost loans available only to student organizations with S.O.F.O. accounts. They are issued for a single sales event and date, and must be used in accordance with the guidelines found in the S.O.F.O. Handbook. All of these funds are distributed in red locking cash bags to designated members of a student organization within two hours of when sales are scheduled to begin—usually to be returned no later than 24 hours after being issued.

Never use these funds or sales revenues to issue refunds or pay expenses.

Event name: ____________________________ Date the fund is needed: ____________________________
Multiple dates require a request form for each day of sale.
Location of sale: ____________________________ Sales time(s): ____________________________

What will you be selling (select one): □ Admission (Must issue tickets)

Separate requests are needed for each sales category—admission, raffle, and merchandise.
□ Raffle* (Must issue tickets and present permit from city)
□ T-shirts (Must provide inventory and sales counts)
□ Water bottles (Must provide inventory and sales counts)
□ Baked goods (Must provide inventory and sales counts)
□ CDs/DVDs (Must provide inventory and sales counts)
□ Other. (Please describe: ____________________________)

Charging for Admission to Your Event:
When admission is charged, tickets must be issued to patrons. Care should be taken to sell them in sequence by ticket number. Student groups are responsible for organizing, reporting and turning in all unsold tickets, the ticket stubs from sales, the starting fund and the money generated from the event to the Cashier’s Office.

Tickets: What kind of tickets will you be using?

□ Generic (provided at no charge) Which do you prefer? □ Single stub □ Double stub How many? __________
□ Box Office (printed by the Norris Box Office; to be removed from sale by 2PM on the nearest business day prior to the event)
□ Printed (pre-ordered from a professional printer; to be presented to the Cashier for auditing at least 5 days before the event)
□ Not Applicable

Pricing:

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<tr>
<th>Category</th>
<th>NU Student</th>
<th>NU Staff</th>
<th>NU Faculty</th>
<th>General</th>
<th>Child</th>
<th>Senior Citizen</th>
<th>Member</th>
<th>Non-member</th>
<th>Other</th>
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A single admission price is recommended. However, if a tiered pricing structure is used, the student group should write the sales price of the ticket on the patron and house stubs when it is sold.

* The Evanston City Manager must approve all raffles. Applications for this approval are available at the Cashier’s Office and must be submitted to the City Manager at least 30 days before the event date. Only Starting Fund Request forms accompanied by the approved application will be accepted. Persons under the age of 18 cannot conduct raffle sales.

fhz 08/06
STARTING FUND REQUEST for Event: ______________________ Date: ________________

Estimated Attendance _________ Please specify an expected attendance estimate for this date only. Use this estimate and the ticket prices to determine the appropriate starting fund.

Never use these funds or sales revenues to issue refunds or pay expenses.

Rolled Coins (in dollars): Currency (in dollars):

- Quarters ($10.00) $________ Tens $________
- Dimes ($5.00) $________ Fives $________
- Nickels ($2.00) $________ Ones $________
- Pennies ($.50) $________ Other* $________

*Coins are only available in rolls

Total Fund: $________________

Sponsor Information:

Organization: __________________________

Deposit Account No.: ________________

SAFB-sponsored groups deposit to line item “-01”

Persons Authorized to Sign for Starting Fund (Must present their WildCards to pick up fund)

(a) ___________________ (b) ___________________ (c) ___________________ (d) ___________________

Special Requests:

Metal Cash Box Yes ☐ No ☐

__________________________  ________________
Treasurer Advisor

As Treasurer of ______________________, I am actively participating in the administration of the finances regarding this event. I understand that I can be held personally responsible for the request, use and return of these funds as well as the record keeping that must accompany it.

As Advisor to ______________________, I am aware of the event and the funds being requested for it. I have read and understand the SOFO procedures regarding the use, record keeping and return of these funds. I understand that I may be contacted if problems arise.

Name (Please print) __________________________ Name (Please print) __________________________

Tel. no. __________________________ Date __________________

Notice: The Cashier’s Office reserves the right to modify requests. A request not submitted at least 5 business days before the event, may be denied if the funds are not available. A $15.00 service fee will be assessed for each starting fund requested after the five-business day deadline. The organization will be charged the replacement cost of damaged or lost cash boxes. A $15.00/day late fee will be assessed for each day past 12:00 PM that a starting fund is out beyond the scheduled return date (usually 24 hours from the event date).

For Cashier’s Office Use

Date request received: ________________ Request received by ________________ Late (circle): Yes / No
Date fund prepared: ________________ Prepared by: __________________________ Cash bag no. _____ Cash box _______
Ticket numbers issued: Beg. No. __________ Beg No. __________ Beg. No. __________ Beg No. __________

End. No. __________ End No. __________ End. No. __________ End No. __________

Emergency preparation fee $________ Late return fee (no. of days late: ___) $________ Damages $________

Total fees billed: $________ Date of billing: ________________