

OUHSC College of Allied Health

Request Form for Student Organization Fundraising Event or Activity

Procedure:

1. Secure approval from the organization's faculty sponsor or department chair.
2. If using an OU logo on an item, whether affiliated with the University of Oklahoma or not, submit the 'Licensing Trademark' form (<http://students.ouhsc.edu/FormsandPolicies.aspx>) to the OU Office of Trademark Licensing (phone 405.271.2416, fax 405.271.8817, email: student-affairs@ouhsc.edu).
3. Complete the information needed below.

Information Required	Add Your Responses in the Sections Below
Name of student organization	
Brief description of event or activity	
Date(s) of fundraiser	
Location of fundraiser	

- Items will be sold that have a university, college, department, or program logo or name.
 ___ Yes ___ No
- Received approval for use of university logo from OU Office of Trademark Licensing (attach copy of approval).
 ___ Yes ___ No

Student Name (PLEASE PRINT) _____

Student Signature _____

Student Org. Faculty Adviser Name (PLEASE PRINT) _____

Student Org. Faculty Adviser Signature _____

Guidelines:

1. Requests must be submitted to Susan Tucker, Assistant Dean for Academic & Student Affairs, at least two weeks prior to the start of the event.
2. Design of any logo(s) to be used, as well as the approval, must accompany this request form.
3. All advertisement of student fundraisers must use the following statement: This [EVENT/PROJECT] is a project of [INSERT RSO NAME] and is not sponsored or endorsed by the University of Oklahoma Health Sciences Center or the College of Allied Health. If you have any questions about this event, please contact [NAME] at [EMAIL/PHONE].

Submit form and logo artwork with approval (if applicable) to:
Susan Tucker, Assistant Dean for Academic & Student Affairs (susan-tucker@ouhsc.edu)
Office of Academic and Student Services, AHB 1009
Phone: 405.271.6588