

**REQUEST TO ESTABLISH RABBIT RAISER WITH SDSU FOUNDATION**

**DATE:** \_\_\_\_\_

**TO:** SDSU Foundation, Box 525, SDSU Foundation Building, SDSU

**STUDENT ORGANIZATION:** \_\_\_\_\_

The above-named student organization submits this application to establish a Rabbit Raiser with the SDSU Foundation. It is understood that funds raised through this event shall not be state appropriated funds or university activity account funds unless accompanied by a clearance statement from appropriate University authorities permitting the specific deposit of such state or University funds. All funds raised will be transferred to the student organization agency account at South Dakota State University at the close of the Rabbit Raiser event (minus applicable management fees charged by the SDSU Foundation). The student organization has the responsibility of ensuring the funds raised through the Rabbit Raiser are utilized for the purpose stated in this request. No funds will be distributed to an individual directly from the SDSU Foundation.

**TITLE FOR RABBIT RAISER:** \_\_\_\_\_

**PROJECT #:** \_\_\_\_\_  
(to be assigned by SDSU Foundation)

**PROPOSED DATE(S) FOR RABBIT RAISER:** \_\_\_\_\_  
(Rabbit Raisers are typically held over the period of 30 days)

**RABBIT RAISER FUNDS WILL BE USED FOR THE FOLLOWING PURPOSE (BE SPECIFIC):**  
(examples: discretionary use, specific project, student travel, etc. for XXX purpose)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**THE SOURCE OF FUNDS FOR RABBIT RAISER WILL BE (circle one or more):**

- A. Gifts from social network, friends, and family.
- B. Gifts from general alumni (solicitation lists not provided by SDSU Foundation).
- C. Gifts from selected source(s) which are: \_\_\_\_\_
- D. Other (explain source): \_\_\_\_\_

**SDSU AGENCY FUND TO DEPOSIT FUNDS RAISED:**

**ORG CODE:** \_\_\_\_\_ **FUND:** \_\_\_\_\_ **INDEX:** \_\_\_\_\_ **PROGRAM:** \_\_\_\_\_

**FUND DESCRIPTION:** \_\_\_\_\_

<b>SDSU Administrative Approvals Required:</b>		(Only required if student org is under oversight of academic college)
<b>College Dean:</b>	_____	
	<b>Printed Name</b>	
	_____	_____
	<b>Date</b>	<b>Signature</b>
<b>Vice President for Student Affairs</b>		
	_____	_____
	<b>Date</b>	<b>Signature</b>
<b>Vice President for Administration and Finance</b>		
	_____	_____
	<b>Date</b>	<b>Signature</b>

Note: Before submitting this form to the SDSU Foundation, it must receive appropriate signatures from SDSU Administration.

<b>Organization Officer Requesting Rabbit Raiser Project:</b>		
_____	_____	
<b>Printed Name</b>	<b>Signature</b>	
<b>SDSU EMAIL:</b> _____		<b>PHONE:</b> _____
<b>Student Organization Advisor Requesting Rabbit Raiser Project:</b>		
_____	_____	
<b>Printed Name</b>	<b>Signature</b>	
<b>SDSU EMAIL:</b> _____		<b>PHONE:</b> _____
_____		

The above named individuals will receive reports and final deposit information for the Rabbit Raiser.

**SDSU FOUNDATION APPROVAL OF REQUEST**

Accepted by \_\_\_\_\_ for the SDSU Foundation.

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Signature**

**FOUNDATION POLICY**

A \$50 fee will be charged for a check manually prepared.  
 This policy can be amended upon discretion of the SDSU Foundation  
 Please remember the Payee should not be the same as the Department Approval on the vouchers.