



Student organizations play a vital role in building community, supporting service efforts, and enhancing the student experience at LLUSM. To ensure alignment with university policies and philanthropic guidelines, **all fundraising activities must be reviewed and approved by Student Affairs** before they take place or are publicly promoted.

How to Request Approval for a Fundraising Activity

1. Decide on the purpose, date, time, and location of your event.
2. Complete the Fundraising Request Form and submit it to Student Affairs at least 6 weeks before your planned activity. [Fundraising Request Form](#)
3. Student Affairs will review your request for completeness and compliance and will contact you if additional information is needed. They will handle all communication with the Office of Philanthropy, so students should not contact Philanthropy directly.
4. Written confirmation will be sent by Student Affairs once your request is approved, and promotion or implementation may begin only after approval.
5. Conduct the event according to the approved guidelines and LLU policies, and notify Student Affairs promptly if any changes arise.

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