



**Office of Student Activities**

September 1, 2007

Dear Student Organizations:

This letter is to inform you on the procedure for obtaining a fundraising form to use to solicit downtown merchants.

Throughout the year, many students approach downtown merchants and ask for donations. The problem is that the merchants do not have any way to verify whether this is a valid fundraiser or more importantly, that the group is a valid organization. In an effort to provide support to you, the University has developed a system that we hope will help alleviate these concerns.

The system is quite simple. Student organizations visit the Student Activities office to request authorization to solicit downtown merchants. Information will be provided to the student organization outlining common courtesy and ethics when soliciting downtown merchants. In addition, at this time the organization will complete a form listing the details of the fundraiser and will obtain a signature from one of us. We will have the ability to verify whether the University recognizes the organization and also help monitor the validity of the fundraiser.

You, the student organization, will then have the form to show local merchants that indeed you are a recognized group and that your fundraiser is a valid one. Local area merchants are aware of this procedure, and they have been asked to look for the fundraising form or refer you to us if you do not have one.

Should you have any questions or concerns, feel free to contact us. We can be reached at (603) 535-2639 or via e-mail at [jwhite@plymouth.edu](mailto:jwhite@plymouth.edu) or [raekstrom@plymouth.edu](mailto:raekstrom@plymouth.edu).

Thank you!

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