**GROUP / ORGANIZATION INFORMATION**

Campus group or organization name: ________________________________

Contact information

Name: ________________________________

Phone #: ________________________________

E-mail address: ________________________________

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**EVENT INFORMATION**

Name of Event: ________________________________

Date of Event: ________________________________

Location of Event: ________________________________

Purpose of Event: ________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Whom does this Benefit and how: ________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

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Bookstore use only: ___ Accepted  ____ Denied

Item donated / Discounted: ________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Amount of Donation: $ ___________  Manager ___________  Date : _____________

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Applications may be submitted to Colleen Gagnon at the University Bookstore Cashier Area located in the Memorial Union
Application Criteria

1. Recognized or approved campus groups and organizations may request support from the Bookstore in the form of pre-selected merchandise items. The purpose of this support is to promote student focused or university sanctioned events.

2. Campus groups or organizations must be in good standing with the university in order to apply for support in the form of merchandise donation or reduced pricing.

3. Donations will not be awarded to individuals.

4. Products cannot be resold.

5. Cash and gift card donations are excluded.

6. Requests are reviewed by the Bookstore management. Applications for support should be received a minimum of one (1) week prior to the event, using the application below.

   Please turn in completed application to Colleen Gagnon at the University Bookstore Administrative offices located in the Memorial Union.