



Fundraising Activity Request



Per Labette Community College Procedure 6.03, employee groups, student organizations, and athletic teams must obtain approval to conduct a fundraising activity in the name of the College or in the name of the group, whether the activity occurs on-campus or off-campus.

To request approval, the group submits a completed Fundraising Activity Request form to the Vice President of Student Affairs and then to the Foundation/Alumni Director. The form must be submitted to the Foundation/Alumni Director at least ten school days prior to the start of the activity.

Printed materials for the activity must be approved by the Director of Public Relations.

Date of Request _____ Group _____

Employee Group Student Organization Athletic Team

Event has been approved by President's Council

Name of Fundraising Activity _____

Date(s) of Fundraising Activity _____

Location(s) of Fundraising Activity _____

Details of the Fundraising Activity including number of students/employee involved, responsibilities of those involved, what participants will be asked to do, etc. _____

Purpose for funds raised through the activity _____

List businesses that are going to be asked for donations of merchandise or services for this fundraising event.

If a commercial vendor is participating, please complete the following:

Name of vendor _____

Telephone

Number _____

Address _____

City _____ State _____ Zip _____

What fee or percentage will the vendor pay to the employee group, student organization, or athletic team and how will it be paid? _____

Expected Revenues \$ _____

Expected Expenditures - \$ _____

Expected Net Income \$ _____

Requestor's signature

Requestor's position with the employee group, student organization, athletic team

Date

Vice President of Student Affairs Signature

Date

Foundation/Alumni Director Signature

Date

Revised: 12/7/12