

Student Group Fundraiser Proposal

Complete this form and submit to the Office of Student Activities at least **two weeks prior** to proposed event date.

Group Name: _____

Contact Person (Student Group Member): _____

Email: _____

Phone: _____

Advisor's Signature: _____

Email: _____

Phone: _____

Please describe the fundraiser in the space provided below. Attach additional pages if needed.

Reminder: Homemade food products cannot be sold, served or otherwise provided at any Student Activities related event. This includes all events, programs, activities & fundraisers sponsored by student groups.

Proposed date(s) of fundraiser: _____

Proposed location(s) of fundraiser: _____

On Campus – Midlothian; specify the desired location: _____

On Campus – Chester; specify the desired location: _____

On Campus – Midlothian and Chester; specify the desired location: _____

Off Campus (List location(s) where you wish to hold the fundraiser) _____

Is your group planning to solicit donations from people and/or businesses? *No solicitation can take place until the proper approval has been received in writing. The student group advisor and student contact person indicated above will receive final approval notice via email. This email will outline the parameters of the fundraising activity as determined by the proper College entities/administrators.*

No, we will not solicit donations. We are only selling goods (i.e.: Candles, doughnuts, pizza).

Yes, we plan to solicit donations from students, staff, faculty and administration at JTCC *only*.

Yes, we plan to solicit donations. We plan to ask the following individuals and/or businesses for donations: _____

OFFICE USE ONLY:

Received in the Office of Student Activities on _____ by _____

Approval History:

Reviewed by Student Activities on _____ by _____

Forwarded to Institutional Advancement for approval on _____ by _____

Approved (Yes/No)? _____