

Activity & Fundraiser Request

Do not plan your activity until you have received this form back stating your activity have been approved

- Complete Activity and Fundraiser Request form
- Verify your selected date with the Community Use Office before submitting this form to the Activities Office for approval. _____
Community Use recommended date / signature(Mr. Spelman or Ms. Chatman)

Facility(s) requested: _____

- Complete financial requirements:
 - Remember to follow bidding regulations when purchasing services or products.
 - Activity may require extra custodians at \$32/hour, police at \$45.00/hour, or student tech at \$11.00/hour
 - Remember to complete a purchase order for all expenses.
 - Tickets are required for all activities with paid admission

Account to be used for finances: _____

Finance Office Signature(Ms. Courtney)

- Submit completed request w/signature of Community Use Office and Finance Office to the Activities Office/Nancy Melnick.
- Allow a minimum of two weeks for your request to be processed.
- Approval will be delayed if form is not completed properly.

1. Type of request: activity fundraiser meeting other _____

2. Description of Activity: _____
Purpose of Funds: _____

3. Name of group making requesting: _____

Student Chairperson(s): _____

Faculty Sponsor: _____

4. Date requested for event: _____ beginning time: _____ ending time: _____

5. Number of Students attending: _____ Number of adults attending: _____

Chaperones Faculty names and signatures, 3 per 100, at least 1 must be a staff member.

1. _____ 2. _____ 3. _____

Parents' names and phone numbers:

1. _____ 2. _____ 3. _____

4. _____ 5. _____ 6. _____

6. **Attach all vendor information, brochure, name, address, financial agreement**

Faculty sponsor's approval: _____

(signature)

ACTIVITIES OFFICE USE ONLY

ADMINISTRATIVE SIGNATURE: _____ DATE: _____

APPROVAL: _____

REASON FOR DISAPPROVAL: _____