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.

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<th>Date of Request</th>
<th>Group</th>
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- [ ] 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