

Fundraising Activity Request

Printable Form

Please submit completed form to the Vice President of Student Services if requestor is a student organization, or to the Dean of Instruction or Vice President of Academic Affairs if requestor is an employee group, before submitting it to the Executive Director of the LCC Foundation/Director of Public Relations. Form must be in the Foundation office at least ten school days prior to the start of the proposed fundraising activity.

All Printed material, such as posters, ads, flyers, etc., for the activity must be reviewed by the Director of Public Relations before distribution to the public.

DATE OF REQUEST _____

This request is for ___ a student organization ___ an employee group

Organization or group requesting approval _____

State the benefits that will result from the fundraising activity. Example: Purchase new furniture and new television set for the student lounge _____

Describe the fundraising activity _____

Date(s) and location of the fundraising activity _____

Please list all businesses that are going to be asked for donations of either merchandise or services for this fundraising event:

****During the spring semesters, closer scrutiny will occur for requests to ask for donations from area businesses due to the Annual LCC Foundation Auction for Scholarships.***

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

Name of vendor _____

Address _____

City _____ State _____ Zip _____

Telephone Area Code and Number _____

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

Expected Revenues \$ _____

Expected Expenditures

Printing \$ _____

Postage \$ _____

Supplies \$ _____

Telephone \$ _____

Mileage \$ _____

Other \$ _____

Total Expected Expenditures - \$ _____

Expected Net Income \$ _____

Cash on hand for up-front expenditures \$ _____

Requestor's signature

*Requestor's position with the student
organization or employee group*

Date

Vice President's signature

Date

Executive Director's signature, LCC Foundation

Date

Revised: 7/19/06