



CHATTAHOOCHEE VALLEY COMMUNITY COLLEGE

Request for Conducting a Fundraising Event or Activity

1. Who is making this request? _____
2. Name of Event/ or Activity : _____
3. Date of Event/Activity: _____
4. Briefly describe the Event/Activity and its purpose: _____

5. How will the funds raised be used? _____
6. What Department Account # will be used for deposited funds? _____
7. Department _____ Telephone _____
8. Who will Acknowledge Gifts formally? _____
9. Identify services needed to support this Event/Activity such as: a) transportation _____
b) facility _____ c) handling/setup _____ d) insurance _____
e) ice _____ f) table/chairs _____ g) signs/publicity _____
g) other (please explain) _____

(Note – facility rental and request for maintenance help are processed using separate forms for each of those.)

10. What college administrator will be responsible for overseeing this Event/Activity?

11. Will you request the help of campus committees? Yes ___ No___ If yes, please explain what groups and how they will be requested to help. _____

12. This request must be routed through the Office in Institutional Advancement.

Request APPROVED: _____
President (or Designee) Date

Request DENIED: _____
President (or Designee) Date