

## 2022 - 2023 Club Fund Raising Request

Completed form must be submitted to CCC NLT 5 days before fundraising event.

Date \_\_\_\_\_

1. The \_\_\_\_\_ Club requests permission to conduct a fund raising event on \_\_\_\_\_ (date(s)) at \_\_\_\_\_ (time(s)) at \_\_\_\_\_ (location(s)).
2. These funds will be in direct support of our club charter. (*Explain the proposed use of the funds and how it supports the club*)
3. The fundraising event will be conducted as follows (*How are fund being raised? What is cost to club for merchandise to be sold to buyer? If merchandise is being sold, attach item description(s), pricing and merchandise photos to this form*):
4. The following preliminary approvals have been obtained:
  - a. **Club Advisor** (*printed name and signature*) \_\_\_\_\_  
Club agency fund# \_\_\_\_\_
  - b. **Facility Manager** (*printed name and signature*) \_\_\_\_\_  
(*i.e. SFC Rich for Mark Clark Hall, SFC Greene for Jenkins Hall, Mr. Bennett for MFH or Johnson-Hagood*)
  - c. **Sodexo Staff member** if the event involves food or beverages (*signature*) \_\_\_\_\_
5. The following club member is the **POC for the event**: (*name, company, club leadership title, phone#, email*)  
\_\_\_\_\_

Signature of requestor \_\_\_\_\_ Club Position \_\_\_\_\_

**Approved** – or – **Disapproved**

Shelton Milner, Campus Club Coordinator

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**Below must be submitted to CCC NLT 5 after before fundraising event.**

1. **Items sold** - # of each item sold.  
\_\_\_\_\_
2. **Dollar amount earned at event.**  
\_\_\_\_\_
3. **Date earned funds deposited into club account.** *Copy of deposit receipt required*  
\_\_\_\_\_