



**BRUNSWICK**  
COMMUNITY COLLEGE

## **Club Advisor Handbook**

This Club Handbook is provided to help guide club advisors and club members when conducting general club business. As club advisors and club members, please become familiar with these procedures to be successful when applying for club formation, planning and implementing club events and activities.

Office of Student Activities

Building A, Room 127

910.755.7366

## Introduction

The college encourages students to enhance their formal education by participating in extracurricular activities and events. Research confirms that being involved on campus increases the likelihood of students continuing their education, improves student academic performance, develops leadership skills, and enhances appreciation of diversity. Through activities and clubs, students can complement classroom curriculum with out-of-class related experiences, form relationships with other students with similar interests, develop member relationships with faculty and staff and utilize life skills such as decision-making, planning, and critical thinking.

## What are the qualifications to serve as an advisor?

Every student club or organization must have two advisors, at least one of which must be a full-time faculty/staff member employed at Brunswick Community College. Students should ask the faculty/staff member if they are willing to serve as an advisor, and the advisor must agree to serve in this capacity. The voluntary association between the advisor and the organization should continue as long as both parties believe the relationship is productive and mutually satisfactory. Individuals should only accept the invitation to serve in this vital role if they are prepared to fulfill the expectations. All advisors must be approved by the Vice President of Student Affairs and Vice President of Academic Affairs or their designee. Any advisor changes must also be approved by the Vice President of Student Affairs or their designee.

## What is the role of the advisor?

The advisor plays a critical role in helping a student organization achieve success. The advisor should be thoroughly familiar with institutional policies and practices related to student organizations. They should also ensure that the student leaders have the appropriate information to abide by all policies and procedures to be as effective as possible.

- **Mentor:** Many students will come to see their advisor as a mentor. In this capacity, a mentor should have a basic understanding of the student's needs and perspectives, a desire to challenge students intellectually and emotionally, provide support to meet the challenge, and the ability to understand students' verbal and nonverbal communication.
- **Team Builder:** Team building is essential because it enhances the relationships between the students between one another and the advisor. Positive relationships help the student organization succeed and work through conflicts and challenging times.
- **Conflict Mediator:** Inevitably, students will join the organization with different agendas, goals, and ideas about how things should function and the direction they should take.
- **Educator:** As an advisor, you may have to motivate students to excel, carry out their plans, and achieve their goals.
  - **Interpretation of Policy:** As a representative of the College, the advisor is constantly required to interpret the institution's policies and regulations regarding student organizations. Therefore, the advisor should ensure that their group and its officers know the policies, why they exist, and the channels to follow to obtain exceptions or revisions to these policies.

- **Motivator:** The advisor may have to motivate students to excel, carry out their plans, and achieve their goals. Some students are easily discouraged, and the first sign of difficulty may make them want to quit.

As an advisor, you will assume several roles. A key to remember is that **you are an advisor, not the leader**. You provide guidance, insight, and perspective to students as they work on projects, but you should be doing something other than the work.

## Responsibilities of an Advisor

Advisor's roles and responsibilities will vary from group to group and advisor to advisor. Still, the following is a list of general duties:

- **Communication Link:** The faculty/staff advisor is the primary link between the student group and college administration. The advisor must know institutional policies and procedures to convey accurate information to the club. The Office of Student Activities communicates with student organizations via the advisor about important events and activities on campus and within the community. Therefore, the advisor should respond to all Office of Student Activities communications and relay the information to the organization's leadership. The Office of Student Activities will also communicate directly with student leaders, but often advisors are more readily available, especially during transition semesters.
- **Financial Supervision:** The advisor will monitor the organization's budget. All Brunswick Community College clubs must maintain their financial accounts through BCC's Foundation Office.
- **Organization Meetings:** An advisor must attend all regular and special meetings of the organization to stay informed, be available for consultation, and introduce ideas and suggestions. Meetings should be held as often as necessary.
- **Operational Guidelines:** Along with becoming familiar with the content of the organization's constitution, the Catalog and Student Handbook and this document ensure the organization's actions align with Brunswick Community College's goals and guidelines.
- **Leadership Development:** Through personal interaction and program development, the advisor plays a significant role in furthering leadership development, personal growth of members, and identifying new leaders for the organization.
- **Clerical:** Be sure that all requirements for an organization's status as an official Brunswick Community College club are met in a timely manner. Advisors must submit a list of club officers to the Office of Student Activities annually and, if changes occur, provide updates during the year. Advisors also verify student eligibility and ensure that officers meet the academic requirements set by each student organization's Constitution and By-laws.
- **Events:** An advisor must attend all club activities and events. Advisors must also ensure that all events, activities, and programs scheduled by the organization follow proper planning procedures as specified by the Office of Student Activities. The following

guidelines must be taken when planning on-campus or participating in off-campus events and activities:

**On-campus events/activities:**

1. Club Event Form/Fundraising Request Form must be completed by the sponsoring organization and signed by the club advisor and club president.
2. Club Event Form/Fundraising Request Form must be turned in to the Office of Student Activities at least two weeks before the scheduled event or activity for approval.
3. Once an event or activity is approved, any reservation of campus facilities must be completed through the Office of Student Activities.
4. If the event is a fundraiser, the Fund Raising Report Form must be turned in within two weeks after the scheduled activity to the Office of Student Activities.

**Off-campus events/activities:**

1. Club Event Form/Fundraising Request Form must be completed by the sponsoring organization and signed by the club advisor and club president.
2. Club Event Form/Fundraising Request Form must be turned in to the Office of Student Activities at least two weeks prior to the scheduled event or activity for approval. Please note that all participating students must be age 18 or older and that spouses/children/family members and non-students are not allowed to travel to club-sponsored events or activities unless prior approval is granted. Participants of the scheduled event must also adhere to the college's Drug and Alcohol policy, and student club members and club advisors are strictly prohibited from consumption of alcoholic beverages during any club trip, event, or meeting.
3. Once an event or activity is approved, the advisor must complete a Brunswick Community College In-State or Out-of-State Travel Request. Attach a list of club members who may be participating in the event to the Travel Request form.
4. The Travel Request must be signed by the club advisor and the advisor's division chair and then sent to the Vice President of Student Affairs. A copy of the approved club event form must also be submitted with the Travel Request when submitted to the Vice President of Student Affairs.
5. The advisor must also have each club member participating in the event or activity sign the Brunswick Community College Student Travel Agreement. The advisor must keep a copy of each signed agreement and a copy must be sent to the Office of Student Activities. The activity can only be submitted once all documentation is received.
6. If travel involves using a school van or car, please note that only approved drivers are allowed to drive school vehicles. No student at any time should drive a school vehicle unless otherwise authorized to do so by the college. The driver should always be a current faculty/staff member with a valid driver's license on file with the college. A special CDL is required to drive the bus.
7. Pre-check and post-check of the vehicle must be completed each time a vehicle is checked out. The college reserves the right to rescind the approved driver status for anyone who does not complete this requirement.

8. Within 24 hours of returning from travel, the club Advisor must complete all travel forms and submit the Travel Reimbursement Request form, if necessary. If the event is a fundraiser, the Fundraising Report Form must be turned in to the Office of Student Activities within two weeks after the scheduled activity.
- **Continuity:** The turnover of officers and members is often frequent, and at times, the only link with the past is the advisor. The advisor orients new officers and members to the history and purpose and helps them to build upon it. The advisor can also play an essential role in helping members look toward the future by developing long-term goals and communicating those goals to future members.

## Tips for Club Advising

### Do

- Allow the group to succeed
- Allow the group to fail, within reason
- Know your limits
- Know your group's limit
- Be visible
- Be consistent with your actions
- Teach leadership
- Keep your sense of humor
- Learn when to speak, when not to speak
- Inform group of policies
- Note your work on your annual report

### Don't

- Control the group
- Manipulate the group
- Miss group meetings or functions
- Take ownership of the group
- Close communication
- Be afraid to let your group try new ideas
- Know it all
- Take everything so seriously
- Say "I told you so..."
- Act as the President
- Believe you are insignificant

## How are new clubs formed?

- **Find Advisors:** Every club/organization must have at least two advisors, one of which is a full-time faculty/staff member. The advisors must be willing to donate time to see that the club/organization succeeds that academic year.
- **Find Members:** To be recognized as a club/organization at Brunswick Community College, you must have at least five (5) college activity fee-paying students as members.
- **Develop a Constitution:** A constitution must be written (sample copies are available through the Office of Student Activities) once a club has five members and two advisors. This can be as detailed as the members want it to be.
- **Propose Club/Organization:** Once the above steps are complete, those involved will propose the club to the Office of Student Activities. If the group is prepared, presents a thorough constitution, has two advisors, and offers something different from all current clubs, then the Office of Student Activities will recommend final approval from the Vice President of Student Affairs.

## What are clubs required to do?

Once a club is official, members also have requirements as to how they should conduct themselves over the year:

- **Student Government Association Meetings:** All campus clubs make up the Legislative Branch (General Voting Assembly) of the Student Government Association. Each club is required to send at least two members to each meeting, one of whom can be the advisor. Club members are expected to be actively engaged in the meeting, providing club updates, and generating ideas for other clubs/organizations. Failure to attend 50% of SGA meetings will result in losing \$200 in club seed money for the upcoming semester. Seed money is given in the Fall and Spring semesters.
- **Updated Constitution and Student Club/Organization Form:** At all times, each club/organization must have a copy of its most recent constitution and Student Club Organization Form on file with the Office of Student Activities.
- **Service Projects:** Each club/organization must perform at least one local community approved on- or off-campus service project each academic year.
- **Club President Report:** Each club is required to submit a Presidential Report to the Student Government Association during the Spring semester. Failure to complete this report by the designated deadline will disqualify the club from the \$200 seed money for the upcoming semester. This report should detail club involvement on campus and within the local community.

## Can a club/organization lose its status?

There may come a time when the club/organization you advise is not performing up to standards. There also may be occasions when you recognize a lack of professionalism or failed expectations. It is important to discuss all performance concerns with the club president immediately, and if the concerns are not resolved, report your club/organization's behavior to the Office of Student Activities. A club/organization could lose its status by one or a combination of the following:

- Failure to meet programming requirements.
- Frequent absences from the Student Government Association meetings.
- Inappropriate behavior by club/organization member(s) during any event.
- Violation of College policies and procedures and/or failure to abide by the Student Code of Conduct. (Refer to BCC's [College Policy Manual](#) and the Catalog and Student Handbook for all questions regarding College policies and procedures.)

## Club Membership

Student organizations represent the current student body and receive support through student activities fees as distributed by the Office of Student Activities. All voting members of Brunswick Community College student organizations must be currently enrolled curriculum students with the college. Students who are enrolled in programs outside of the curriculum, such as Career and College Promise or Early College High School programs, are encouraged to

participate as volunteers and may participate in open campus activities. However, students from these areas may be restricted from travel opportunities, serving in any official role, or voting.

Students under the age of 18 are required to have a parent/guardian signature agreement to participate.

Others, such as alumni, faculty, or staff members, may be considered affiliates of student organizations but do not have voting rights and cannot receive the general benefits of active student members. Affiliates are allowed only with the approval of the Club Advisor.

## Existing Club Status Update, Budget, Projected Activities

At the start of each fall semester, the Office of Student Activities will hold a mandatory meeting with all club advisors to confirm club status for the year. Club Advisors must attend this meeting for their club to be deemed active for the school year. During this meeting, club advisors will submit the Club Membership Renewal Form, Budget, and updated Constitution (if applicable).

If a club does not complete the above requirements for active status each year, the club will be considered “inactive.” An inactive organization cannot sponsor events or access funds in its account. If an inactive club wants to change its classification to active, it must complete the requirements to be an active club and then meet with the Office of Student Activities to review established club advisors, membership, and the club constitution and bylaws.

Once a club has been deemed inactive for two years, the club is removed from the inactive records. If a club of this nature wants to become active again, it will be considered a new club and must follow the steps required to start a new one.

## Club Activities

Clubs are an important part of the college culture and learning environment. Student organizations are therefore encouraged to sponsor activities on campus that promote positive engagement, build community, and provide academic and cultural enhancements to students. Planning such events takes teamwork and time. Club Activities must be approved by the Office of Activities and Vice President of Student Affairs. The club advisor works with the Office of Student Activities to obtain contractual services; however, only the Business Office Purchasing Agent may sign contracts after receiving approval from the Vice President of Student Affairs or the College President.

To request approval of a Club Activity:

1. Submit a Club Activity/Fundraising Proposal Form to the Office of Student Activities at least two weeks prior to the proposed activity date. This applies to both on-campus and off-campus activities.

2. The Office of Student Activities reviews the submitted proposal with the Vice President of Student Affairs and/or College President to ensure the activity complies with College policy and procedures.
3. Confirmation or denial by the Vice President of Student Affairs will be given to the Office of Student Activities, who will then inform the Club Advisor of the status.

## Service Projects

Collections, drives, and service projects are great ways to participate in the community. To arrange for a collection or drive, submit a Club Activity/Fundraising Form and include information on how items will be stored and delivered as part of your proposal. For a service project, submit a club Activity/Fundraising Proposal Form. For the project description, include how the project supports the local community and student learning.

## Ideas for Club Activities and Service Projects

Suggested ideas for club activities and service projects include Habitat for Humanity, Recognition Week, Guest speakers, Game tournaments, Clothing/Food drives, Club Day Events, Toy Drives, and Club Apparel Sales.

## Prohibited Activities

Clubs are prohibited from participating in or sponsoring events that do not meet the Student Code of Conduct rules that protect to avoid infringement or danger to the normal orderly operations of the college.

## Club Fund Policies

The Club Advisor and the Club Treasurer are responsible for maintaining accounting records of all income and club expenses. All club accounts are managed by BCC's Foundation Office.

To set up a club account:

1. Complete a BCC Foundation Restricted Fund Application form and obtain the appropriate signatures.
2. Submit an application to the Office of Student Activities for submission and deposit of initially approved funding into the student club account.

To deposit funding into the club account:

1. Complete a Foundation Restricted Fund Deposit form stating the deposit amount, the name of the club, and the activity/event the funds are from.
2. Submit memo and funds to the BCC Foundation Office.

To request a reimbursement from the club account:



1. Complete a Foundation Check Request Form and obtain the signatures of the club treasurer, club advisor, and Office of Student Activities.
2. Attach all applicable original receipts.
3. Submit the completed Foundation Check Request Form to the Foundation Office for reimbursement.

To request funding from the Office of Student Activities:

1. Submit the Annual Budget to the Office of Student Activities.
2. Submit Club/Class Fund Request Form to the Office of Student Activities.
3. Allow three weeks for processing
4. Special college-wide events outside of the scope of the club's budget are approved only if approved by the Vice President of Student Affairs and/or College President as funds are available.

## Club Fundraising

Fundraising activities are a way for clubs to generate income. Only officially recognized BCC clubs or student groups can request to engage in fundraising activities. All fundraising events must be approved by the Office of Student Activities and Vice President of Student Affairs prior to the event. **No exceptions!** Fundraising activities must be consistent with the mission of the college. The Club Advisor or approved representative must be present at all on-campus or off-campus fundraising activities.

To request approval of a fundraising event:

1. Submit a Club Activity/Fundraising Proposal Form to the Office of Student Activities at least two weeks before the proposed activity date. This applies to both on- and off-campus activities. The college reserves the right to approve, decline, or amend requests, depending on the nature of the fundraising activity. The submitted Club Activity/Fundraising Proposal Form is good for only one event. **Do not** combine multiple events in one form.
2. If the fundraising event is providing an off-campus service, provide the information on the event and the venue's contact information.
3. If you use posters, signs, or other advertisements for the event, including examples with the Club Activity/Fundraising Proposal form.
4. Funds collected from the event must be deposited into the club account within 24 hours of receipt.
5. All public relations and marketing materials must be prior approved by BCC's Office of Marketing two weeks prior to the event. Once event and marketing approval is received, you can post approved advertisements as appropriate.
6. If travel is required to participate in the fundraising event, follow the Club Travel Regulations as provided within this manual.

## Ideas for Club Fund Raising Events

- Valentine's Day sales (Roses/flowers)

- Car Washes
- Plant Sales
- Service events (concerts/athletic events)
- Christmas wreath sales

Food fundraisers are not permitted due to the College's contractual services with local service vendors.

## Raffles

Raffles are considered a form of lottery where person(s) can buy one or more chances to win a prize. Based on NC General Statutes and guidance from the NC Community College System Office, the college **prohibits raffles for club fundraising.**

## Solicitation of Donations

Individuals representing college groups, clubs, or associations may solicit funds, in-kind donations, or engage in other types of on-campus fundraising activities only after receiving prior approval from the BCC Foundation Office, the Vice President of Student Affairs, and the College President. **Solicitation and fundraising by any "For Profit" individual or group is prohibited.**

All college-affiliated, off-campus fundraising activities require the approval of the BCC Foundation Office, the Vice President of Student Affairs, and the College President.

## Club Social Media

Clubs should follow the college's policies in relation to social media accounts and club members are encouraged to post information through the Student Government or other college-approved social media platforms.

## Club Travel Regulations

Clubs travel to experience learning opportunities, cultural activities, and fundraising events. All club travel must be approved at least two weeks prior to travel, be well-planned, and kept to a minimum when allowed.

Please note that all participating students must be age 18 or older and that spouses/children/family members and non-students are not allowed to travel on club-sponsored events or activities unless prior approval is granted. Participants of the scheduled event must also adhere to the college's Drug and Alcohol policy, and student club members and club advisors are **strictly prohibited** from consumption of alcoholic beverages during any club trip, event, or meeting.

To request approval for club travel:

1. The club Advisor must complete a Travel Authorization Form and submit a list of the student names/Student ID#'s involved in the travel. Hotel and transportation information must be included with the request as appropriate.
2. If travel involves the use of a school van or car, only approved drivers are allowed to drive school vehicles. No student at any time should drive a school vehicle unless otherwise authorized to do so by the college. Driver should always be a current faculty/staff member with a valid driver's license on file with the college. A special CDL is required to drive a bus.
3. Pre-check and post-check of vehicle must be completed each time a vehicle is checked out. The college reserves the right to rescind the approved driver status for anyone who does not complete this requirement.

## Use of Facilities

The college realizes that student/faculty organizations and activities are an integral part of the educational process, and therefore encourages all campus-affiliated groups to make full use of the college's facilities when meetings are a part of the college's work. The Club Advisor must submit a request to the Director of OWA & Campus Events after obtaining approval from the Office of Students Activities to use college facilities. This request should be submitted at least three weeks in advance to secure facilities for the event.

## Revocation of Official Recognition and Organizations Sanctions

BCC recognizes the importance of clubs to the student experience and how clubs represent the college. Therefore, It is important that each club conducts business in a respectable manner. The Student Code of Conduct details the standards the college upholds for individual and group conduct. Any violation of the Student Code of Conduct, independent Program of Study Code of Conduct, Athletic Code of Conduct, or guidelines as stated herein are subject to possible sanctions. Sanctions may include, but are not limited to:

1. Official reprimand
2. Group probation
3. Group restriction
4. Revocation of club recognition

For detailed information, refer to the Student Code of Conduct provided in the Student Catalog and Handbook available on BCC's website.



## New Club Application

Date of Application: \_\_\_\_\_

Proposed Name of Club: \_\_\_\_\_

Describe in detail the club's purpose: \_\_\_\_\_

\_\_\_\_\_

Describe the "need" on campus which this club will fill: \_\_\_\_\_

\_\_\_\_\_

Do you have any "off-campus" affiliations of any kind? If yes, with whom: \_\_\_\_\_

\_\_\_\_\_

What is the proposed schedule of the meetings (monthly, weekly, etc.)? \_\_\_\_\_

\_\_\_\_\_

Are there any dues? If so, how much? \_\_\_\_\_

\_\_\_\_\_

Primary Advisor's Name

Advisor's Email

Advisor's Phone

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Secondary Advisor's Name

Advisor's Email

Advisor's Phone

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Club President

Email

Phone

\_\_\_\_\_

Club Members' Names:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_



## Club Renewal Form

The following Club/Organization request re-approval by the Student Government Association to function as a College sponsored club and to be considered for funds for the current school year:

Club: \_\_\_\_\_ Date: \_\_\_\_\_

Primary Advisor's Name	Advisor's Email	Advisor's Phone
_____	_____	_____

Secondary Advisor's Name	Advisor's Email	Advisor's Phone
_____	_____	_____

Club President	Email	Phone
_____	_____	_____

Club Members' Names:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_



## Club Event Form

Any student organization that plans to have a club event or activity should observe the following procedures and instructions:

1. Approval must be obtained from the Office of Student Activities and the Vice President of Student Affairs.
2. The place and date for the event must be reserved and any necessary deposit paid. Campus facilities, in general, must be reserved through Director of OWA & Campus Events after obtaining approval from the Office of Student Activities.
3. At least one club advisor or assigned representative must be present for the duration of the event.
4. This form must be turned into the Office of Student Activities at least two weeks prior to the event for approval.

College rules and regulations governing the students and guests, including the Student Code of Conduct, are applicable to all club events and activities whether on-campus or off-campus. Clubs must adhere to the following:

1. The sponsoring student organization must uphold the Student Code of Conduct and be accountable for the behavior and activities of all people attending the event, whether on-campus or off-campus, including travel.
2. Failure to follow the above procedures and instructions will result in the postponement or cancellation of the event, or the application of sanctions as outlined in the Student Code of Conduct.
3. A club event that in the judgement of the advisors and administration, does not adhere to Brunswick Community College standards is subject to denial or immediate termination.
4. Any club event that involved off-campus travel (including field trips, conferences, service projects, etc.) must include copies of BCC Travel Forms and all supporting documents submitted along with this event form.

Student Organization: \_\_\_\_\_

Proposed Event: \_\_\_\_\_

Location: \_\_\_\_\_

Date: \_\_\_\_\_ Reservations Made? \_\_\_\_\_

Will there be commercially prepared food at the event?  Yes  No

We will use the following media for publicity: \_\_\_\_\_

\_\_\_\_\_

Signatures: By signing this form, I acknowledge that I have reviewed this request and agree to uphold all applicable College rules and regulations.

\_\_\_\_\_  
Club President

\_\_\_\_\_  
Advisor

\_\_\_\_\_  
Advisor

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Approval Denied: \_\_\_\_\_ Date: \_\_\_\_\_

SGA President: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**This form MUST be turned in two weeks prior to the activity to the Office of Student Activities for approval.**

Date Received: \_\_\_\_\_

Travel Forms Received: \_\_\_\_\_





## Travel Agreement

I, \_\_\_\_\_, Student ID# \_\_\_\_\_, a student age 18 or older at Brunswick Community College, hereby acknowledge, understand, and certify the following:

1. I am voluntarily choosing to participate in the activity of \_\_\_\_\_  
\_\_\_\_\_ which takes place on the following dates:  
\_\_\_\_\_.
2. I hereby accept full personal responsibility for my own actions and conduct in this activity, including making sure that I know (a) all of the risks and dangers that I may encounter in this activity, and (b) how to exercise reasonable care to avoid or minimize those risks and dangers.
3. I understand that while on this school sponsored trip I will abide by all Brunswick Community College rules including the Student Code of Conduct as outlined in the Student Rights and Responsibilities section of BCC's Catalog and Student Handbook.
4. As a participant, I will act responsibly and maturely. Intoxication, use of alcohol or illegal substances, and abusive or inappropriate behavior will result in dismissal from the activity or event along with sanctions outlined in the Student Code of Conduct. If I am asked to leave, I agree to reimburse the organization and institution for any expenditures they incurred for my participation in the activity or event.
5. I will attend and participate in all aspects of the activity or event that are required by Brunswick Community College.
6. I agree to be in my assigned room with my assigned roommate by the curfew designated by the advisor.
7. I understand that I have been chosen by Brunswick Community College to represent the college and its interests. As such a representative, I understand that any actions I take at the above listed activity or event will affect people's opinions about the college and me.

I have read and fully understand this acknowledgement and consent and I am signing it voluntarily, under no compulsion. I now knowingly accept and choose to encounter all risks associated with my participation in this activity.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Mobile Phone # \_\_\_\_\_



**Student Clubs & Organizations  
Fund Raising Request Form**

Name of Student Club/Organization: \_\_\_\_\_

Fundraising Event: (Identify products to be sold)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Purpose/Description (attach additional sheet if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Time & Dates:

\_\_\_\_\_  
\_\_\_\_\_

Location:

\_\_\_\_\_  
\_\_\_\_\_

Business or organizations that donations will be solicited:

\_\_\_\_\_  
\_\_\_\_\_