

## **Benedictine College Fundraising Request Form**

Please complete and return to the Student Government Office, Student Union Rm. 202 no later than **two weeks** prior to event

Organization/Club \_\_\_\_\_

Name of Event Organizer \_\_\_\_\_ E-mail \_\_\_\_\_

Position of Organizer \_\_\_\_\_

Date of Event \_\_\_\_\_ Time \_\_\_\_\_

Location \_\_\_\_\_

Credit Card Machine? Circle: Yes    No    If yes, which date(s)? \_\_\_\_\_

Club Account # \_\_\_\_\_

Resources Needed (if any, e.g. tables, chairs, etc.) – if requesting sound or video, please fill out separate form.

\_\_\_\_\_

Would you like to post the event on Social Media(Facebook, etc)? Circle: Yes    No

Please provide a complete and detailed description of the campus event/fundraising activity. If this is a fundraising event please include how the income will be generated (that is, what will you be selling or doing? How much will you be charging, etc.)

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

If expenses are involved in this event, please provide a complete and detailed description of ALL expenses, including quantities, unit prices, payments for services, etc.

\_\_\_\_\_

As a representative and event coordinator of the organizations, I hereby assume full responsibility for the organization adhering to all College policies, procedures, and regulations, for the payment of necessary fees, and for the clean-up arrangements related to this event. I HAVE ALSO READ AND UNDERSTAND THE CONDITIONS FOR EVENT PLANNING AT BENEDICTINE COLLEGE.

Name of Club President \_\_\_\_\_

Name of Advisor \_\_\_\_\_

