

MCLA Student Fund Raising Activity Application

Club/Organization Name _____ Representative _____

MCLA Box # _____ Telephone # _____ Email Address _____

Name of Proposed Activity _____

Description of Proposed Activity:

Date(s) of Proposed Activity: _____ Time(s) of Proposed Activity: _____

Location of Proposed Activity*: _____

(*Location must be reserved through Student Development Office after this application is approved.)

Is this activity a raffle? Yes No If yes, date of raffle winner selection _____

Campus official/witness _____

If you are soliciting donations of goods and services, please list the business and/or companies you intend to ask

Proceeds will Benefit: _____

- Note: - Funds may benefit a specific MCLA organization, student club or be used as a donation to a philanthropic endeavor
- All SGA Club/Organizations should deposit funds to SGA prior to proceeds being dispersed to recipient
- All money collected must be deposited on the last day of the fund-raising activity. Deposit daily money collected exceeding \$25.

Students represent MCLA in all endeavors, which relate to campus life. When raising money for a good cause or to extend the resources of a club or organization, specific money management standards must be met. Your signature below assures the College that you understand the standards, agree to meet those standards, and know that you are accountable for funds and other resources associated with the activity you propose.

Representative Signature _____ Date _____

Completed forms must be submitted to the Student Development Office, Campus Center 309, at least two weeks prior to the proposed event.

Approved _____ Date _____ Disapproved _____ Date _____

Special Note: _____

*If the activity is planned for campus residence areas, Residential Programs and Services approval is required.

RPS Approval: _____ Date: _____

cc: _____ Student Accounts _____ Public Safety _____ Facilities
_____ ARAMARK _____ Student Development _____ IGC
_____ RPS _____ SGA _____ Advisor