

# Casper College

## Department Fundraising Request Form

### Important Information

- All fundraising activities (whether on- or off-campus) by departments must be pre-approved by both their supervisors and the Casper College Foundation. This is pursuant to the CC policy approved by the Board of Trustees.
- Departments may not engage in fundraising activities (including off-campus) that violate College policies. Examples of prohibited activities include holding fundraising events in bars, selling alcohol, purchasing or raffling off alcohol or weapons (even if they are donated), etc.
- When completed, turn this form in to the CC Foundation Office (GW 306) during normal business hours. Please allow a minimum of 7 days for the CC Foundation to approve or deny the request. You will be notified of the outcome.

### Department Fundraising Information

Department Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Department Supervisor: \_\_\_\_\_

Supervisor Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Description of Fundraiser (include information on what the fundraiser is, how it will be run, who you will be targeting or asking for contributions, etc.):

Date(s) of Activity: \_\_\_\_\_

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

How much do you hope to raise with this fundraiser? \$ \_\_\_\_\_

Department Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Requestor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Casper College

## **Executive Council /CC Foundation Use Only**

Executive Council: Approved \_\_\_\_\_ Denied \_\_\_\_\_

Foundation: Approved \_\_\_\_\_ Denied \_\_\_\_\_

Executive Council Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CC Foundation Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **CC Foundation Use only:**

Cash received: \$ \_\_\_\_\_ Checks received: \$ \_\_\_\_\_

Funds Deposited to: AFM \_\_\_\_\_ FDN \_\_\_\_\_

Foundation Signature: \_\_\_\_\_