

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 _____ Date: _____

Foundation: Approved _____ Denied _____

CC Foundation Signature: _____ Date: _____

CC Foundation Use only:

Cash received: \$ _____ Checks received: \$ _____

Funds Deposited to: AFM _____ FDN _____

Foundation Signature: _____

Notified Requester of form status: Yes: _____ Date: _____