Casper College | Student Senate

Club Fundraising Request Form

Important Information

- All fundraising activities (whether on- or off-campus) by clubs must be pre-approved by both Student Life and the Casper College Foundation. This is pursuant to a new CC policy approved by the Board of Trustees in 2021.
- Once received, the office of Student Life will approve or deny this fundraising request. Following an approval, please allow a minimum of 7 days for the CC Foundation to approve or deny the request. You will be notified of the outcome.
- Clubs 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 into the Student Life Office (UU 402) during normal business hours.

Club Fundraising Information

Club Name: _____

Today's Date: _____

Club Advisor: _____

Advisor Email: _____

Phone: _____

Club President: _____

President Email: _____ Phone: _____

Please attach a description of the Fundraiser (include information on what the fundraiser is, how it will be run, who you will target or ask for contributions, etc.).

Date(s) of Activity: _____

Activity Location: _____

How much do you hope to raise with this fundraiser?: $_____

Club Advisor Signature: _____

Date: _____

Club President Signature: _____ Date: _____

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Student Life/CC Foundation Use Only

Student Life: _____ Approved _____ Denied

Foundation: _____ Approved _____ Denied

Student Life Signature: _____ Date: _____

CC Foundation Signature: _____ Date: _____

CC Foundation Use only:

Cash received: $_____ Checks received: $_____

Funds Deposited to: AFM_____ FDN_____

Foundation Signature:_____