



# Brightpoint

COMMUNITY COLLEGE

Office of Student Activities

www.brightpoint.edu

studentactivities@brightpoint.edu

## Student Group Fundraiser Proposal

Complete this form and submit to the Office of Student Activities at least **two weeks prior** to proposed event date.

**Group Name:** \_\_\_\_\_

**Contact Person (Student Group Member):** \_\_\_\_\_

*Email:* \_\_\_\_\_

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

**Advisor's Signature:** \_\_\_\_\_

*Email:* \_\_\_\_\_

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

**Please describe the fundraiser in the space provided below.** Attach additional pages if needed.

Reminder: Homemade food products cannot be sold, served or otherwise provided at any Student Activities related event. This includes all events, programs, activities & fundraisers sponsored by student groups.

**Proposed date(s) of fundraiser:** \_\_\_\_\_

**Proposed location(s) of fundraiser:** \_\_\_\_\_

On Campus – Midlothian; specify the desired location: \_\_\_\_\_

On Campus – Chester; specify the desired location: \_\_\_\_\_

On Campus – Midlothian and Chester; specify the desired location: \_\_\_\_\_

Off Campus (List location(s) where you wish to hold the fundraiser) \_\_\_\_\_

**Is your group planning to solicit donations from people and/or businesses?** *No solicitation can take place until the proper approval has been received in writing. The student group advisor and student contact person indicated above will receive final approval notice via email. This email will outline the parameters of the fundraising activity as determined by the proper College entities/administrators.*

No, we will not solicit donations. We are only selling goods (i.e.: Candles, doughnuts, pizza).

Yes, we plan to solicit donations from students, staff, faculty and administration at Brightpoint Community College *only*.

Yes, we plan to solicit donations. We plan to ask the following individuals and/or businesses for donations: \_\_\_\_\_

### OFFICE USE ONLY:

Received in the Office of Student Activities on \_\_\_\_\_ by \_\_\_\_\_

Approval History:

Reviewed by Student Activities on \_\_\_\_\_ by \_\_\_\_\_

Forwarded to Institutional Advancement for approval on \_\_\_\_\_ by \_\_\_\_\_

Approved (Yes/No)? \_\_\_\_\_