

# Fundraising Request Form

This form is used to make a request to participate in a fundraising activity through Southern Regional Technical College. Please follow the instructions below for proper approval. **(MUST BE SUBMITTED TWO (2) WEEKS IN ADVANCE)**

**Instructions:**

1. The request must include a brief summary about the event as well as who will be sponsoring the event. Attach any necessary documents needed for the request.
2. Forward this form and its attachments to the appropriate **Dean for Academic Affairs (if program fundraiser)** who will send to VPAA or send to **VP of Student Affairs (if student club/organization fundraiser)** for primary approval.
3. The administrator will inform requestor of the President's approval/denial.

**DATE:** \_\_\_\_\_

**PROGRAM/  
STUDENT CLUB** \_\_\_\_\_

**INSTRUCTOR/  
SPONSOR:** \_\_\_\_\_

*\*Print and sign*

**DESCRIPTION OF PROJECT:** (Include place, time, students, SRTC personnel involved, special Arrangements, etc. – give complete descriptions)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**THIS REQUEST APPLIES TO:**

Club/Student Organization: \_\_\_\_\_  
 send request sent to Vice President for Student Affairs

Academic Program: \_\_\_\_\_  
 send request sent to Vice President for Academic Affairs

SRTC Foundation  
 send request sent directly to Vice President of Institutional Advancement, Marketing, and Public Relations

**Does this project meet all guidelines of the SRTC Drive and Solicitations Procedure?**  Yes  No

*\*Drive and Solicitations Procedure can be found on SR-assist under forms <insert link when available>*

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 Dean for Academic Affairs or Club Advisor

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 Vice President for Student Affairs or Academic Affairs

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 Vice President of Institutional Advancement, Marketing, and PR

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 President