

**KASKASKIA COLLEGE STUDENT ORGANIZATION  
REQUEST FOR FUND RAISER or ACTIVITY**

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**Approval required prior to fund raiser or activity**

Name of Organization \_\_\_\_\_

Fund Raiser/ Activity Planned \_\_\_\_\_

Date (s) of Fund Raiser/Activity \_\_\_\_\_

Location of Fund Raiser/Activity \_\_\_\_\_

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*Facility Request is required unless event is campus wide or off campus.*

Proceeds to Benefit \_\_\_\_\_

Expected Costs  
*Please list*

Expected Revenue \_\_\_\_\_

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

Expected Profit \_\_\_\_\_

Organization Sponsor \_\_\_\_\_  
*Signature*

Director of Student Life \_\_\_\_\_  
*Signature*

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**Complete and return after fund raiser is complete:**

Actual Costs:  
*Please list*

Actual Revenue \_\_\_\_\_

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

Total Profit \_\_\_\_\_  
**(Income minus expenses)**

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Submit to Student Organization Coordinator a **minimum of 2 weeks prior** to the fund raiser or activity along with purchase requisition(s) for money to be expended. Any price quotes that are anticipated are required in advance.

Form will be returned once approved. After fund raiser is complete form should be completed for actual expenses and revenue and returned to Director of Student Life.

Please retain a photocopy for club records.