

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

Complete prior to fund raiser or activity: (approval required prior to activity)

Name of Organization _____

Fund Raiser/ Activity Planned _____

Date (s) of Fund Raiser/Activity _____

Location of Fund Raiser/Activity _____

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

Complete and return after fund raiser is complete:

Actual Costs:
Please list

Actual Revenue _____

(Income minus expenses)

Total Profit _____

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.