

# Office of Student Activities: Fundraisers and Activities Clearance Form

This form must be completed and approved at least 3 weeks prior to the student organization activity/fundraiser. Please do not advertise or solicit donations before you receive approval.

**Club/Organization Name:**

**Name of Activity/Fundraiser:**

**Date(s):** Click here to enter a date.

**Time(s):**

**Location:** Choose an item. **On Campus Events:** Choose an item. **Building Area:** Choose an item.

**Description:**

## President's Information

**Name:**

**Phone Number:**

**Email Address:**

## Advisor's Information

**Name:**

**Phone Number:**

**Email Address:**

**Please Note:** All fundraisers/activities must be presented to the Inter-Club Council (ICC) for approval. In the event the ICC is not meeting, the Coordinator of Student Activities and the Vice President for Student Services and Enrollment Management will give final approval. Please check off the appropriate box (es) below. These services are needed for a successful event.

**Marketing/Public Information:** DSC Building, club advisor must submit a marketing help desk ticket at <http://helpdesk.gaston.edu>.

**Technology Support/Audio Visual:** CET Building, club advisor must submit a technology help desk ticket at <http://helpdesk.gaston.edu>.

**Set-up:** Club advisor must submit a help desk ticket at <http://helpdesk.gaston.edu> to initiate a work order for tables, chairs, cleanup, etc.

**Facility Reservations:** Club advisor must contact the owner of the space \*(cafeteria, auditorium- [phillips.jennifer@gaston.edu](mailto:phillips.jennifer@gaston.edu)) \*(Classrooms- [fraley.guyann@gaston.edu](mailto:fraley.guyann@gaston.edu)) \*(DBC- [lingafelt.sherry@gaston.edu](mailto:lingafelt.sherry@gaston.edu)) \*(Lincoln Campus- [elliott.carol@gaston.edu](mailto:elliott.carol@gaston.edu)) \*(Kimbrell Campus- [hamilton.sandy@gaston.edu](mailto:hamilton.sandy@gaston.edu)) to check availability and make reservations. The Coordinator for Student Activities can assist with this process if need be.

**Campus Police:** Please contact the Campus Police Department to inform them of the activity, assist with parking issues, and possible extra security ([police.campus@gaston.edu](mailto:police.campus@gaston.edu)).

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
President's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Coordinator of Student Activities Signature/Date

( ) Approved ( ) Not Approved

\_\_\_\_\_  
Vice President of Student Services Signature/Date

( ) Approved ( ) Not Approved

