MCLA Student Fund Raising Activity Application

Club/Organization Name_________________________________ Representative ______________________________
MCLA Box #_________ Telephone #_______________________ Email Address_______________________________

Name of Proposed Activity __________________________________________________________________________

Description of Proposed Activity:
________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________

Date(s) of Proposed Activity: ____________________________________________
Time(s) of Proposed Activity: ____________________________________________

Location of Proposed Activity*: __________________________________________________________________________
(*Location must be reserved through Student Development Office after this application is approved.)

Is this activity a raffle? □ Yes □ No If yes, date of raffle winner selection_____________________
Campus official/witness_______________________________

If you are soliciting donations of goods and services, please list the business and/or companies you intend to ask
________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________

Proceeds will Benefit: __________________________________________________________________________________

Note: - Funds may benefit a specific MCLA organization, student club or be used as a donation to a
philanthropic endeavor
- All SGA Club/Organizations should deposit funds to SGA prior to proceeds being dispersed to recipient
- All money collected must be deposited on the last day of the fund-raising activity. Deposit daily money
collected exceeding $25.

Students represent MCLA in all endeavors, which relate to campus life. When raising money for a good cause or to
extend the resources of a club or organization, specific money management standards must be met. Your signature
below assures the College that you understand the standards, agree to meet those standards, and know that you are
accountable for funds and other resources associated with the activity you propose.

Representative Signature______________________________________________ Date ________________________

Completed forms must be submitted to the Student Development Office, Campus Center 309, at least two
weeks prior to the proposed event.

Approved___________________ Date_____________ Disapproved___________________ Date_____________

Special Note: ________________________________________________________________

*If the activity is planned for campus residence areas, Residential Programs and Services approval is required.

RPS Approval: ________________________________________________ Date: _________________________

cc: _____ Student Accounts ______ Public Safety _____ Facilities
    _____ ARAMARK ______ Student Development ______ IGC
    _____ RPS ______ SGA ______ Advisor