



Bevill State Community College
Request to Conduct an Extracurricular and/or Fundraising Activity
For Non-Intercollegiate Athletics

Please check the appropriate request type: ☐ Extracurricular Activity ☐ Fundraising Activity

Group:

Purpose for Fundraiser:

Type of Extracurricular Activity:

(If student travel is required, liability forms will need to be completed and given to Director of Student Services before scheduled activity.)

Type of Fundraiser:

Targeted Group:

(i.e., local businesses, student body, staff, community agencies, etc.)

Activity Date: From-

To-

Begin Time:

End Time:

Campus:

Building:

Room:

(If a room or building on campus will be used for this function or activity, a Bevill State *Request for Facility Form* must be completed.)

Do you need promotional material? ☐ Yes ☐ No If yes, please specify:

Indicate the mode of transportation if transportation is required: ☐ State Vehicle ☐ Personal Car ☐ Other

(If a state vehicle is used for this function or activity a Bevill State *Vehicle Trip Sheet* must be completed and attached.)

Signature of Requester

Date

Director of Student Services

Date

☐ Approved ☐ Disapproved (Reason) _____

Dean of Students

Date

☐ Approved ☐ Disapproved (Reason) _____

President (for fundraising purposes only)

Date

☐ Approved ☐ Disapproved (Reason) _____

Note: Dean of Students will distribute a copy of the completed request form to the following:

- Requester
- Director of Student Services (Add to Campus Event Calendar)
- Public Relations
- President (for fundraising only)
- Central Business Office (for fundraising only)