



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)