



Club & Organization Activity/Fundraiser Proposal

1. Name of Club/Organization: _____

2. Sponsor Name: _____

3. Sponsor Phone Number/Email: _____

4. Activity/Fundraiser proposed (Include details, date, time, cost and location; on or off campus/submit facilities request form for on campus):

5. Campus Police presence needed? Yes or No

6. The following is agreed upon and understood by the sponsoring club & organization:
- A. All CASC policies, rules, and regulations governing student conduct will be observed.
 - B. Immediately following the activity, the club & organization is responsible for complete removal of all materials such as posters, signs, and other exhibits displayed - both on and off campus.
 - C. The club & organization will make satisfactory arrangements with CASC and/or other involved parties in the event of property or facility damage.
 - D. The CASC club & organization sponsors will be present for the entire activity.
 - E. The proposed activity may not be approved and may not take place until the club & organization officer(s) or sponsor(s) have returned this form for approval signatures and two weeks prior to the event.

Signature of Sponsor/Date

Signature of Vice President Student Affairs/Date

Phone # _____

Phone # _____

(Office use only)

Marketing Strategy: After signatures, submit Activity/Fundraiser information at least one to two weeks prior to the event to the Student Life Coordinator for placement on the Campus Events Calendar. If at all possible, fliers should be formatted in landscape for use on LCD's. Hard copy fliers should be limited to housing and designated bulletin boards only - **do not** post on any glass doors or windows. (Rev. 9/28/17)