



Activity/Fundraiser Proposal Form

Student organizations must complete this document and submit it to the SGA Advisor for prior approval of all organization events, activities, and programs. Events held off-campus are subject to all college policies and must be approved by the Vice President of Student Services.

Name(s) of Student Organization:		
Person Submitting Proposal:		Date:
Email:		Phone:
Activity Details: While SGA works to support the success of student organizations at CCC, proposed activities that occur outside regular operating hours for the CCC campus, staff and faculty, or activities that would require support, funding or coordination outside what is ordinarily provided, may not be approved.		
Date of Activity (mm/dd/yy):	Start Time (am/pm):	Finish Time (am/pm):
Is this a recurring activity? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, how often: _____		
Location of Activity: <input type="checkbox"/> On-campus Campus, Building, Room: _____ Are facilities reserved? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Off-campus Address (Street, City, State): _____		
Type of Activity: Check one: <input type="checkbox"/> Program <input type="checkbox"/> Social Activity <input type="checkbox"/> Fundraiser* <input type="checkbox"/> Artist/Lecturer* <input type="checkbox"/> Service Project <input type="checkbox"/> Other <i>*Depending on the type of event, please attach any required documentation.</i>		
Name of Activity: _____		Expected Number of Participants: _____
Purpose of Activity: <i>(Provide as much detail as possible)</i> 		
Will you be selling/giving away food? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Will you have an entrance fee? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, cost per ticket: \$ _____		

Advisor Signature of Approval:	Date
Will you be in attendance? <input type="checkbox"/> Yes <input type="checkbox"/> No	

OFFICIAL USE ONLY		
Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>	Comments:
SGA Advisor: _____		Date: _____
Vice President of Student Services: _____		Date: _____

Soliciting and Sales on the Cleveland Community College Campus

1. Any person/group/organization must have permission to raise funds or distribute information on the Cleveland Community College campus. The Vice President of Student Services is the College contact person from which to secure permission to do fund raisers (if a College club or organization) or to distribute information (if an outside organization or campus club or organization). Request forms are available in Student Services for fund raising projects and for organizations wishing to distribute information on campus. Completed request forms must be submitted to the Vice President of Student Services for approval prior to any activity.

2. Only SGA recognized campus clubs and organizations may conduct food sales as a fund raising project. Each club or organization wishing to conduct a food sale must show evidence of product liability insurance covering the scope of each sale.

Bake sales are limited to baked items not considered “potentially hazardous foods” by the Cleveland County Health Department. Baked items must fall into one of the following categories: cookies, cakes, brownies. A fund raising request form must be completed and submitted along with evidence of product liability insurance to the Vice President of Student Services.

Food sales beyond the limits of a bake sale are permitted only with a written permit issued to the club/organization from the Cleveland County Health Department. Food sales include, but are not limited to, items such as hot dogs, lasagna, sandwiches, spaghetti, and pies (these are considered “potentially hazardous foods” by the Cleveland County Health Department). A fund raising request form must be completed and submitted along with evidence of product liability insurance and the Cleveland County Health Department permit to the Vice President of Student Services.

3. Selling items (including, but not limited to, candy, cookies, popcorn, PTO/PTA projects, and tickets) is not allowed on the Cleveland campus by any students, faculty, and staff, or by groups or individuals representing off-campus organizations. SGA recognized clubs and organizations may sell fund-raising items if approved by the Vice President of Student Services.