

FUNDRAISING EVENT PROPOSAL

(Submit Completed Form to Dean or Area Supervisor at least four weeks in advance of Event)

PLEASE READ BEFORE DEVELOPING PROPOSAL:

A fundraiser event is one that is initiated by a program or discipline for the purpose of working with the college and the community to procure additional dollars from a planned event. Fundraisers need to be approved before they can be held. Please follow the proposal planning components to ensure that the college assists you in the process. Approval of this form documents the requestor's agreement to pay for facilities and/or associated costs out of the revenue, and agreement to personal or delegated supervision of the event. Events must be approved before any scheduling or facility reservation can take place.

FUNDRAISER NAME/TITLE: _____
(Example: Basketball Clinic)

BRIEF DESCRIPTION OF EVENT:

SPONSORING ORGANIZATION: _____

REQUESTOR/RESPONSIBLE FOR EVENT: _____

PHONE: _____

ADDRESS: _____

EMAIL: _____

DAY(S)/DATE(S) OF EVENT: _____

TIME: _____ TO: _____
(BEGIN) (END)

LOCATION REQUESTED: _____

TICKETS: YES NO IF YES, COST OF TICKET: _____ COST AT DOOR: _____

ENTRY FEE: _____

DONATIONS ONLY: _____

PRE-REGISTRATION / ATTENDANCE ROSTER: _____

OTHER: _____

MERCHANDISE SOLD? YES NO IF YES, LIST (INCLUDE PRICE):

BRIEFLY DESCRIBE HOW REVENUE WILL BE COLLECTED (Detail how/where funds will be kept when collected and during event; specific time within event when funds will be collected; how/when/by whom funds will be deposited for security and counting):

ESTIMATED REVENUE PER DAY _____ X # DAYS ____ = _____

ESTIMATED COST OF EVENT (FACILITY, CUSTODIAL, SECURITY, PARKING FEES, ETC.; CONTACT LAYNE JENSEN X1631 FOR ASSISTANCE): _____

ESTIMATED NET REVENUE: _____

All revenue collected will be deposited into LPC College Foundation and will be available through approved procedures for expenditures.

The requestor is responsible for becoming familiar with the College's Facilities Use Guidelines and for submitting the College's Facilities Use Forms, available at:
<http://www.laspositascollege.edu/facilities/index.php>

Necessary event support must be requested through the use of the Facilities Forms: Use checklist below to anticipate your needs and submit official request forms as directed on forms and procedures at the web link above. Additional questions may be directed to the Office of Administrative Services, 925.424.1631.

- Facility (suggested): _____
- Security and Parking
- Concessions or food (name of vendor): _____
- Set Up: Booths, chairs, tables, etc.
- Technology
- Supplies
- Special needs (e.g., transportation)
- Other

Please attach a photocopy of fully approved Fundraising Proposal Form to your Facilities Forms. Signatures on approved Fundraising Proposal Form will constitute authorization signatures required on both Facilities Forms.

In signing* this form, I/we understand that I/we assume(s) all responsibility for conducting the event in compliance with the policies and regulations of Las Positas College (Chabot-Las Positas Community College District).

By: _____ Date: _____
Requestor

By: _____ Date: _____
Dean or Area Supervisor

By: _____ Date: _____
Vice President

*Please note that if form is submitted by email, requestor must come into office and sign.