ON CAMPUS ACTIVITY REQUEST FORM

The________________________________________ Club/Organization of MWCC intends to sponsor an activity following the policies and guidelines of the College. Please return this form, to the Student Life office, room 151, at least 2 weeks before the event. This form MUST be approved before the event may be considered an official college activity.

Date of Function: __________________________________

(month, day, year)

Time of Function: from___________________ to____________________

Function Name: _____________________________________________________

Location of Function: ______________________________________

Purpose of Fundraiser is TO RAISE FUNDS FOR: CLUB ____ FOR ANOTHER ORGANIZATION ____

If you checked “for another organization” (to either donate money to them or to purchase items to donate to them) - write in name of organization here:

IMPORTANT NOTE: In order to process a check for the organization, we will need a copy of the organization’s W-9 form emailed to kmatson1@mwcc.mass.edu (unless we already have them in the system).

Call the student life office 978-630-9133 if you have any questions about this.

Signatures Required:

_________________________________ ____________________________________
Club Adviser Club Officer

Dean of Student Services (or his/her designee)

To be completed by the Student Life office for follow-up by club.

The following checked items are some of the steps that need to be taken for this activity. If you have any questions regarding the items, contact the Student Life office.

___ facility request form ___ audio/visual ___ food request form ___ table reservation
___ raffle tickets ___ start up money (club) ___ money box (slo) ___ promotional flyers
___ expense form (cash advance payment purchase order reimbursement) due by______________
___ letter of agreement for vendor form ___ vendor request form
___ security ___ adviser present at event ___ contract:

For Bake Sales: Your club should provide the napkins, paper plates, plastic utensils, a table cloth and plastic wrap or baggies. A great place to get these is a “dollar” store. Do NOT take items from the cafeteria.

Other recommended/required steps to be taken:________________________________________________________