

Student Club/Organization/Network Request Form

Please check all that apply and complete sections required. Once complete submit to the Student Organization Representative or Student Success Center



- Student Event – *Section A*
- Student Project - *Section B*
- Student Fundraiser – *Sections A and C*
- Local Funding Request – *Sections A and D*

NOTE: Any events on campus require the Request for Use of College Facilities to be completed and submitted to Virginia Pippin. Prior to event participants may need to complete an Assumption of Risk Form and VHCC Code of Conduct Travel Form. See the Student Club/Organization Resource Manual for more information.

SPONSORING STUDENT CLUB/ORGANIZATION/NETWORK INFORMATION **(REQUIRED FOR ALL)**

Name of Club/Organization/Network: _____

Contact Name/Position: _____ Phone: _____

VCCS E-mail Address: _____

Signature (President/Treasurer): _____ Date: _____

Advisor Signature: _____ Date: _____

A. EVENT INFORMATION

Approved

Name of Event: _____

Location of Event: _____ Location Approved? Yes No

Event Description: _____

Date (s): _____ Time: _____

Prices or Charges involved: _____

Person in Charge _____ Phone: _____

Person in Charge of Clean-Up (If Applicable): _____ Phone: _____

Club Expenses (If Applicable): _____ *Funding Request, complete Section D*

Faculty Advisor or VHCC full time employee attending the function: _____

B. PROJECT INFORMATION

Approved

Project Description: _____

Location: _____

Estimated Cost: _____ Funded By: _____

C. FUNDRAISER INFORMATION

Approved

Fundraiser Description: _____

Date(s)/Time(s): _____

Location of Event: _____ Location Approved? Yes No

Price of Ticket/Merchandise: _____

**Estimated: Total Proceeds: _____

Club Expenses: _____

Net Proceeds: _____

****Attach a full budget with this document. If soliciting businesses for donations, attach a full list business to approach for approval.**

The sponsoring student club or organization assumes all responsibility and accountability for the project, in compliance with the policies and regulations of the college.

D. LOCAL FUNDING FOR EVENTS

Approved

Justification for Event: _____

Number of Students that will benefit: _____ Will the Community be invited? Yes No

Amount of Money Requested: \$ _____

Budget Breakdown Estimate: _____

Will there be a charge to attend? Yes \$ _____ No

VHCC PERSONNEL ONLY

REQUIRED SIGNATURES

Student Organization Representative: _____ Date Rcvd: _____

SSC Coordinator: _____ Date: _____

VP of Instruction & Student Services: _____ Date: _____

VP of Financial & Administrative Services: _____ Date: _____

Is an Assumption of Risk Form required for this event? Yes No

Approval **Not Approved**

Required for Fundraising

VP of Institutional Advancement: _____ Date: _____