

**CARL ALBERT**  
STATE COLLEGE

**Club & Organization Activity/Fundraiser Proposal  
30 Days Out**

1. Name of club/organization: \_\_\_\_\_
2. Activity/Fundraiser proposed (Include details, date, time, and location; on or off campus):  
\_\_\_\_\_  
\_\_\_\_\_
3. Cost:  
\_\_\_\_\_  
\_\_\_\_\_
4. Facilities needed, reservations required, and/or equipment needed:  
\_\_\_\_\_  
\_\_\_\_\_
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 Organization officer/date

\_\_\_\_\_  
Signature of College sponsor/date

Phone # \_\_\_\_\_

Phone # \_\_\_\_\_

(Office use only)

The proposal is not approved unless all of the following signatures are present.

\_\_\_\_\_  
Coordinator of Student Activities

\_\_\_\_\_  
Date

\_\_\_\_\_  
Associate Vice President of Student Life

\_\_\_\_\_  
Date

**Marketing Strategy:** After signatures, submit Activity/Fundraiser information at least one to two weeks prior to the event to the Admin. Asst. to AVP for Student Life 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. 9/12/14)