

Student Organizations - Student Club Event Proposal Form

The Department of Student Development and Activities encompasses:

The Office of Student Activities
The Office of Student Organizations
WCC Sports
The WCC Student Newspaper (The Washtenaw Voice)

We collaborate with student leaders to provide unique club events on and off campus and improve student life at WCC. In order to achieve our common goals, allow adequate planning and ensure success of club events, we request that all clubs use the Student Club Event Proposal Form when requesting support.

If you are a currently registered Student Club or Athletic Team at WCC interested in developing an event or activity, please complete this form. REQUESTS SUBMITTED BY CLUB ADVISERS WILL NOT BE APPROVED. Requests are the student leaders' responsibility.

NOTES:

The form data will save in this application. You can save and come back later. Click save at the bottom of this form before you exit the window.

If you need assistance or have questions, please contact the appropriate Coordinator:

Student Clubs: Lexi Judkins, Coordinator of Student Organizations - ajudkins@wccnet.edu
WCC Sports Athletic Teams: Matt Lucas, Coordinator of WCC Sports - mflucas@wccnet.edu

Procedure for Club Event Proposals

Student Club and Athletic Team Event Proposal [Required]

PURPOSE:

Event proposal forms are not just funding support. They are a commitment of time and resources from the Department of Student Development and Activities to collaboratively develop an event or activity to benefit WCC students. Student Club Event Proposals are intended to support one-time club events or activities led by an officer of a registered student club at Washtenaw Community College.

WHAT THIS FORM DOES:

To simplify the event request process, we created a smart form that allows club leaders to make all of their requests in a single online document. You can use this form to:

1. Reserves on-campus rooms, facilities, and media.
2. Reserves tables in the Student Center Building.
3. Reserves rentals for off-campus locations.
4. Purchases tickets for entry fees for events.
5. Reserve a guest speaker or performer.
6. Requests food for an events.
7. Requests supplies for events.
8. Requests on-campus marketing for events.
9. Make a fundraising proposal and request a cash box.
10. Requests the purchase of a public movie license.

IMPORTANT NOTE:

This form does not serve requests for overnight travel.

WHO CAN COMPLETE THIS FORM:

Verified student officers of a registered student club.

EVENT ELIGIBILITY - TO BE APPROVED, CLUB EVENT PROPOSALS MUST:

1. Be submitted by an officer of a registered student club.
2. Coordinate all purchases through Student Development and Activities.
3. Coordinate all reservations through Student Development and Activities.
4. Have the appropriate club funding available.
5. Fall within the purchasing policies of WCC.
6. Be dependent on the availability of the requested items and provide a reasonable time frame to arrange reservations and purchases.
7. Fall within reasonably safe levels of risk to participants and limit liability within the comfort level of the college.
8. Meet all requirement criteria specified within the sections of this form.
9. Abide by all college policies and procedures.
10. Be approved by the Director of Student Development and Activities.

Note: Due to the unique nature and wide-range of proposed club events and activities, risk, liability, adequate coordination time frame and procedural assessments are determined by the Department of Student Development and Activities upon each form submission. If the event is seen as potentially risky, or conflicts with a college policy/procedure or does not allow adequate time for processing: approval, alteration, or denial is determined at the discretion of the the Department of Student Development and Activities.

SPONSORSHIP:

Washtenaw Community College's Conference Services Department rents space on campus to non-profit organizations in order to cover the cost of resources required to host the event. If a student club is partnering with an external organization to sponsor an event on campus (allowing the organization to hold an event with no charge at WCC), the club must guarantee by RSVP that at least 50% of the estimated event participation will come from the club members, WCC staff/faculty, or WCC students. If the club is unable to guarantee the required WCC participation, the non-profit organization will be directed to the Conference Services Department to rent the space. Student Organizations may not sponsor or co-host an event in which an individual, student, business or external party has the potential to make a profit on the college campus.

TOTAL FUNDING AVAILABLE:

Proposed Club Events are funded in two ways:

1. Availability of funding in individual on-campus club accounts.
2. Availability of funding provided to the club by the Office of Student Organizations or WCC Sports

If you are unsure of your club's current funding availability, please check with the appropriate Coordinator to determine how much funding is available to your club:

- Student Clubs - Coordinator, Alexandria Judkins - aJudkins@wccnet.edu
- Athletic Teams - Coordinator, Matt Lucas - mflucas@wccnet.edu

TIMELINE:

Event Proposals MUST be submitted 10 business days prior to the event for basic requests. On occasion, proposals requiring contractual agreements, complex coordination, or in-depth consideration will require longer than 10 days to process. If requests/reservations/processing require a more information or a longer time frame, your form will be re-opened and you will be asked to choose a new date.)

REQUESTS FOR ADDITIONAL INFORMATION:

If more information is required to process your event proposal, you will be contacted will follow-up questions within two business days of your form submission.. Please respond within two business days of the follow-up communication from Student Development and Activities. If we do not hear from you within that time-frame and the event date is approaching, we will reopen the form and request that you choose a new date to allow adequate processing time.

THANK YOU!

We greatly appreciate the Student Club Leaders who step forward to offer their time and energy to create learning experiences outside of their club's regular meeting. You make WCC an amazing place, and we want to help you!

Valid input:

- Select only one choice.

[] I understand the purpose and process of Student Club Event Proposals

Student Leader Responsibility

Student Leader Responsibility [Required]

The Office of Student Organizations works hard to ensure that WCC students have the support to share their experiences, passions and beliefs as an officially recognized club on WCC's campus.

We are privileged as a college and student body to receive annual funding support that allows us to host club activities, support organizational tools and provide funding to individual clubs.

With that privilege, club leaders have a social responsibility that reaches beyond the Student Rights and Responsibilities.

As a club leader, your actions represent:

1. Your club.
2. All other club leaders at WCC.
3. The Office of Student Organization.
4. Washtenaw Community College.

Your actions, decisions and behavior on campus (and at your club events) call for greater leadership and responsibility as club leaders. Your club's events determine our community's perception of WCC student leaders and the Student Organizations program as a whole.

The Office of Student Organizations views all club leaders as partners in maintaining a reputation that is respectful, responsible and upholds our social responsibility to Washtenaw Community College and the community at large.

Your actions determine the future of the Student Organization Office's collective ability to provide programming, support and club funding – we ask that you act as a partner in maintaining a reputation of responsible student leadership on campus. – our shared mission and goals depend on it.

Valid input:

- Select only one choice.

[] I Understand My Social Responsibility as a Leader

Processing Timeframe

What is today's date? [Required]

What is the date of the proposed event or activity? [Required]

How many business days are there between today's date and the date of the proposed event? [Required]

Business days are counted Monday-Friday (Please take holidays/planned college closings into account)

Valid input:

- Numeric - ex: 1111

Requestor Information

Contact Information [Required]

Valid input:

- must be 10-15 digits long and may include only numbers, hyphens, and spaces.
- name@myschool.edu

First name:

Middle initial:

Last name:

Email address:

Phone number:

Address:

City:

State:

ZIP:

Name of Club/Organization: [Required]

What is the title of your officer position within the Club/Organization? [Required]

Event Information

Name of Proposed Event: [Required]

Start date of proposed event: [Required]

End date of proposed event: [Required]

Start time of proposed event: [Required]

End time of proposed event: [Required]

If multiple dates and times, please list here:

Purpose of event: [Required]

What type of event is this? [Required]

- ☐ Social
- ☐ Educational
- ☐ Service
- ☐ Other

If other, please specify:

Are you co-sponsoring this event with any other organizations? If yes, which organization(s): [Required]

How many WCC Students will attend/be served at this event? [Required]

Valid input:

- Numeric - ex: 1111

Will this event be open to students outside of your club - Open to members of the WCC Community? [Required]

Valid input:

- Select only one choice.

- ☐ Yes
- ☐ No

How many community members do you expect to attend/be served at that event? [Required]

Valid input:

- Numeric - ex: 1111

Do you have additional event information or a proposal that you would like to attach to this form?
The more information the better, although not required.

Location of Event

Where will this event be held? [Required]

Valid input:

- Select only one choice.

- ☐ In classroom (already reserved)
- ☐ On Campus (needs room or location reservation)
- ☐ On Campus (needs table reservation in Student Center)
- ☐ On Campus (does not need reservation)
- ☐ Off Campus (needs ticket or entry fee purchase)
- ☐ Off Campus (needs facility rental)
- ☐ Off Campus (does not need facility rental)

In classroom (already reserved)

Building of classroom (already reserved): [Required]

Room Number of Classroom (already reserved): [Required]

Location On-Campus - Room or Location Reservation Required

We will do our best to accommodate your room and location requests.

Please note:

All requests involving high levels of noise must be held within an appropriate sound-proof location that will not disrupt classes, campus activities or neighboring businesses/locations. (We do not host concerts or music events outside.)

The use of the Towsley Auditorium or special media services (such as video recording, sound mixing, lighting) requires a media technician and costs an hourly fee. Approval of the use Towsley Auditorium or special media services is reviewed carefully on a case-by-case basis and is at the discretion of the Director of Student Development and Activities.

Preferred Location: [Required]

Example: Specify building or WCC grounds area.

Preferred Room:

Number of Participant Seats Required [Required]

Special Facilities Requests: [Required]

- ☐ None
- ☐ Additional Tables and Chairs
- ☐ Special Room Setup
- ☐ Lifted Stage
- ☐ Extra Trash and Recycling
- ☐ Large Tent 20 x 30
- ☐ Small Tent(s) 10 x 10
- ☐ Other

Special Facilities Notes:

If selecting above options, provide numbers or details of your needs.

Special Media Needs: [Required]

- ☐ None
- ☐ Computer Lab
- ☐ Single Computer/Projector
- ☐ Microphone/PA System
- ☐ Music/Concert Setup
- ☐ Easels
- ☐ Other

Special Media Notes:

If selecting above options, provide numbers or details of your needs.

If requesting a complex table/chair setup, please provide a drawing of the room layout

POSSESSING ROOM RESERVATION CONFIRMATION PDF: (Visible to Submitter Upon Approval) [Admin Use Only]

Once we process and approve your proposal, a PDF reservation confirmation will be available here.

POSSESSING COMMUNICATION NOTES: (Visible to Submitter Upon Approval) [Admin Use Only]

Once we complete processing and approve your event, any additional communication from the Student Development and Activities Department will appear below.

Location On Campus - Needs Table Reservation in Student Center

Table promotions are limited to the First Floor of the Student Center Building.

There is no soliciting allowed on campus, meaning your organization may not approach students verbally or physically. When hosting a table, please sit behind your designated table and allow students to approach you to inquire about services and information.

Table promotions are limited on two factors:

No more than 10 table requests will be allowed per day.

Table requests will be denied on days that there is institutional event occurring that requires reservation of the entire first floor Student Center (i.e. Welcome Day, Earth Day, Volunteer Fair.)

We do not deny tables on the basis of competing messages or fundraisers. If this is a concern for your event, please make sure to check the Student Organizations calendar before choosing a date for your table.

Number of Tables Required: [Required]

Special Media Needs: [Required]

- ☐ None
- ☐ Computer Cart
- ☐ Easels
- ☐ Other

Special Media Notes:

If selecting above options, provide numbers or details of your needs.

POSSESSING TABLE RESERVATION CONFIRMATION PDF: (Visible to Submitter Upon Approval) [Admin Use Only]

Once we process and approve your proposal, a PDF reservation confirmation will be available here.

POSSESSING COMMUNICATION NOTES: (Visible to Submitter Upon Approval) [Admin Use Only]

Once we complete processing and approve your event, any additional communication from the Student Development and Activities Department will appear below.

Location Off Campus - Reservation or Rental Required

Facility rentals require formal contracts between the college and business owning the facility. They may also require the college to obtain proof of insurance.

In order to rent a facility, you must allow at least 30 days (from APPROVAL) of this form to complete a contract.

What is the name of the business/facility that would be rented? [Required]

Complete address of business/facility: [Required]

Date of Rental: [Required]

Start Time of Rental: [Required]

End Time of Rental: [Required]

Name of business contact: [Required]

Phone number of contact: [Required]

Valid input:

- must be 10-15 digits long and may include only numbers, hyphens, and spaces.

Email address of contact:

Valid input:

- name@myschool.edu

What is the business/facility website?

Valid input:

- http://www.myschool.edu

Special instructions:

POSSESSING LOCATION RESERVATION CONFIRMATION PDF: (Visible to Submitter Upon Approval) [Admin Use Only]

Once we process and approve your proposal, a PDF reservation confirmation will be available here.

POSSESSING COMMUNICATION NOTES: (Visible to Submitter Upon Approval) [Admin Use Only]

Once we complete processing and approve your event, any additional communication from the Student Development and Activities Department will appear below.

Location Off Campus - Tickets of Entry Fee Purchase Required

Name of business: [Required]

Address of business: [Required]

Date and time of arrival: [Required]

Name of business contact:

Phone number of business contact: [Required]

Valid input:

- must be 10-15 digits long and may include only numbers, hyphens, and spaces.

Email address of business contact:

Valid input:

- name@myschool.edu

Website where tickets may be purchased:

Valid input:

- http://www.myschool.edu

Number of tickets/entry fees required: [Required]

Including faculty and students.

Tickets may not be purchased for non-students.

Valid input:

- Numeric - ex: 1111

Special notes regarding tickets or entry fees:

Example: Need basic entry fee and tickets for special exhibit.

POSSESSING TICKET PURCHASE CONFIRMATION PDF: (Visible to Submitter Upon Approval) [Admin Use Only]

Once we process and approve your proposal, a PDF reservation confirmation will be available here.

POSSESSING COMMUNICATION NOTES: (Visible to Submitter Upon Approval) [Admin Use Only]

Once we complete processing and approve your event, any additional communication from the Student Development and Activities Department will appear below.

Transportation

Will your event require transportation? [Required]

Note: We can not provide gas reimbursement for personal vehicles.

Valid input:

- Select only one choice.

☐ Yes - College Vehicle (Must be WCC Employee to Drive)

☐ Yes - Students will Carpool in Personal Vehicles

☐ No - On Campus Event

Transportation - College Van

Reservations and availability of college vans may change dependent on the number of events requested during a specific time, the distance of the trips requested, and the purpose of the trips. Institutional program needs come before club activities. Please remember, the use of college vehicles is a privilege.

Drivers of college vehicles must:

Be a Part-time/Full-time faculty or be full-time college staff member. Students may not drive vans under any circumstance.

Must have a valid driver's license and a responsible driving record that will be verified by the college.

Make sure all students have completed a liability form before entering the WCC vehicle.

Abide by the policies and procedures of the Facilities Department.

Name of Destination: [Required]

Address of destination: [Required]

Address, City, State and Zip

Date college van is requested: [Required]

Start time college van is requested: [Required]

End time college van will be returned: [Required]

The driver is: [Required]

Valid input:

- Select only one choice.

☐ WCC PT Faculty

☐ WCC FT Faculty

☐ WCC FT Staff (Independent or OPT)

First Name of Driver: [Required]

Last Name of Driver: [Required]

Driver's License Number of Driver:

This is required to reserve a vehicle. If you are uncomfortable sharing this information in this form, please contact email ajudkins@wccnet.edu or call 734 477-8522.

Has the driver previously completed a "Driver Record Review Form" with the WCC Facilities Office? [Required]

- ☐ Yes
- ☐ No
- ☐ Not Sure

Total number of people being transported: [Required]

Valid input:

- Numeric - ex: 1111

What vehicle are you requesting: [Required]

Check all vehicles required.

- ☐ College Van #1 - Transports 10 People
- ☐ College Van #2 - Transports 10 People
- ☐ College Car - Transports 5 People

POSSESSING COLLEGE VEHICLE CONFIRMATION PDF: (Visible to Submitter Upon Approval) [Admin Use Only]

Once we process and approve your proposal, a PDF reservation confirmation will be available here.

POSSESSING COMMUNICATION NOTES: (Visible to Submitter Upon Approval) [Admin Use Only]

Once we complete processing and approve your event, any additional communication from the Student Development and Activities Department will appear below.

On Campus - Movie Showing

Your organization may show a movie on campus IF you have the funds to pay for the one-time performance license fee. In order to show a Hollywood movie in public, the student club must pay for a license for a one-time public showing. (This includes DVD's or Streaming Movies.)

For older movies, licenses usually range between \$150 - \$300 per showing.

Movies are copyrighted through the Federal Government and do not make good fundraisers. If admittance is charged, or food is sold during the movie, most license fees increase.

Some movies do not allow for public performance licensing. This is dependent on each individual title/movie studio and needs to be researched before approval.

You may check with the Bailey Library to see if they have any movies that are licensed for educational use and do not require a performance fee.

Movies DO NOT make good fundraisers. Charging admission or selling snacks will drastically increase the performance fee.

120. Does your organization plan to show a movie at your event? [Required]

Valid input:

- Select only one choice.

- ☐ Yes
- ☐ No

On-Campus - Movie Details

Do you know if the movie is licensed for educational use? [Required]

Valid input:

- Select only one choice.

- ☐ Yes - I checked the movie out from the Bailey Library or researched the public educational use license.
- ☐ No - The movie has been shown in theaters or on streaming services and IS NOT licensed for public educational use.
- ☐ I don't know - I would like help researching the license.

What is the exact title of the movie you want to show? [Required]

Does the movie have a website/URL?

Valid input:

- <http://www.myschool.edu>

How will you be showing the movie? [Required]

Valid input:

- Select only one choice.

☐ I have a DVD.

☐ I plan on streaming the movie.

☐ I am requesting that SDA purchases a copy of the movie using our club's funds.

Guest Speaker or Performer Contract

Will your event require a guest speaker or performer? [Required]

Valid input:

- Select only one choice.

☐ Yes

☐ No

Guest Speaker or Performer Required

External speakers/performers must be contracted, so please complete all fields within this section of the form to provide contract information. Creating a contract may take up to 30 days. Please allow enough time prior to your event date. Payment of contracted speakers/performers will take place by check within 30 days after the performance or event. Guest speakers must have a valid social security number.

Please note:

Student Development and Activities will not contract currently employees (faculty or staff) or a club member to be compensated guest speakers or performers at club events.

Is this speaker or performer representing a registered business? [Required]

Valid input:

- Select only one choice.

☐ Yes

☐ No

☐ Not Sure

If yes, what business do they represent? [Required]

Please explain the service that this guest speaker or performer will be providing at the event? [Required]

First Name of Speaker/Performer: [Required]

Last Name of Speaker/Performer: [Required]

Phone Number of Speaker/Performer [Required]

Valid input:

- must be 10-15 digits long and may include only numbers, hyphens, and spaces.

Email Address of Speaker/Performer [Required]

Valid input:

- name@myschool.edu

Street Address of Speaker/Performer [Required]

APT/STE of Speaker/Performer

City of Speaker/Performer [Required]

State of Speaker/Performer [Required]

Zip of Speaker/Performer [Required]

Website / URL of Speaker/Performer

Valid input:

- <http://www.myschool.edu>

Special Comments or Instructions:

POSSESSING COMMUNICATION NOTES: (Visible to Submitter Upon Approval) [Admin Use Only]

Once we complete processing and approve your event, any additional communication from the Student Development and Activities Department will appear below.

Food

Will your event require food for participants? [Required]

Valid input:

- Select only one choice.

☐ Yes

☐ No

Food Requested

Please Note: Food can be a challenge to acquire on short notice. Our staff does its best to complete special food requests, however, our on campus commitments do not always allow us to go to the grocery store prior to your requested event.

Food options readily available on campus include:

Orders from Subway

Orders from the Spot

Orders from Edibles

Food options easily acquired from delivery sources include:

Orders from Jimmy Johns

Orders from Dominos

Orders from businesses that allow ONLINE and TIMED orders.

Food that is difficult for us to provide:

Orders that require a staff member to go to the store.

Delivery orders that do not allow ONLINE and TIMED orders.

Please take business hours into account when requesting food:

If your event is outside of Student Development and Activities business hours (Monday - Thursday, 8 a.m. - 6 p.m., or Friday, 8 a.m. - 6 p.m.) your food order may be disapproved if we are unable to receive the receipt for signature and tip, OR we may request that an eligible club member or advisor pays for the food and is reimbursed.

How many participants will be fed at this event? [Required]

Valid input:

- Numeric - ex: 1111

What kind of food would you like to provide the attendees? [Required]

Valid input:

- Select only one choice.

☐ Small Snacks (chips, soda, etc...)

☐ Sandwich Platter

☐ Pizza

☐ Other

Details of Requests: [Required]

Types of pizza, sandwiches, snack, or explanation of other.

What kind of beverages would you like to provide attendees? [Required]

Valid input:

- Select only one choice.

☐ Bottled Water

☐ Soda

☐ Capri Suns

☐ Juice

☐ Other

Special Requests: [Required]

Explanation of other or special requests.

POSSESSING COMMUNICATION NOTES: (Visible to Submitter Upon Approval) [Admin Use Only]

Once we complete processing and approve your event, any additional communication from the Student Development and Activities Department will appear below.

Supplies

Will your event require special supplies or other items? [Required]

Valid input:

- Select only one choice.

☐ Yes

☐ No

Special Supplies and Other Items

Student Development and Activities may provide special supplies for your event if enough time is allowed to order and funds are available.

The vendors that we can deal with the easiest are:

<http://www.staplesadvantage.com/>

<http://amazon.com>

Any other website that allows online transactions.

Please request our exact supplies needed using the fields below.

Supply Item 1 URL:

Copy and paste URL of exact item you want.

Valid input:

- <http://www.myschool.edu>

Supply Item 1 - Quantity Requested

Valid input:

- Numeric - ex: 1111

Supply Item 1 - Special Instructions

Supply Item 2 URL:

Copy and paste URL of exact item you want.

Valid input:

- <http://www.myschool.edu>

Supply Item 2 - Quantity Requested

Valid input:

- Numeric - ex: 1111

Supply Item 2 - Special Instructions

Supply Item 3 URL:

Copy and paste URL of exact item you want.

Valid input:

- <http://www.myschool.edu>

Supply Item 3 - Quantity Requested

Valid input:

- Numeric - ex: 1111

Supply Item 3 - Special Instructions

If you need more than 3 items or have other special requests, please leave a detailed description here:

POSSESSING COMMUNICATION NOTES: (Visible to Submitter Upon Approval) [Admin Use Only]

Once we complete processing and approve your event, any additional communication from the Student Development and Activities Department will appear below.

Marketing

Will your event require marketing support from Student Development and Activities? [Required]

Valid input:

- Select only one choice.

☐ Yes, I need assistance marketing or creating a flyer or sending an electronic communication.

☐ No, this event is for a private group and I will be communicating with them by email or in person.

Please note:

Due to the high number of events and limited time resources of staff, all marketing and availability is at the discretion of the Coordinator. Our staff will do its best to support your event, however, we strongly recommend that student leaders do their best to develop a flyer and promote their event.

Student Clubs may not use official WCC or Student Development and Activities logos on printed or copied materials. These logos are reserved for official college business.

Marketing Assistance Requested

Student Development and Activities may provide basic marketing assistance for events and activities if the required staff are available. Marketing support may include:

8.5 x 11 Flyer

Postings to Bulletin Boards

Additions to Calendar Events

Addition to SDA Email Newsletter

Addition to Washtenaw Voice Ad

Please note:

Due to the high number of events and limited time resources of staff, all marketing and availability is at the discretion of the Coordinator. Our staff will do its best to support your event, however, we strongly recommend that student leaders do their best to develop a flyer and promote their event.

Student Clubs may not use official WCC or Student Development and Activities logos on printed or copied materials. These logos are reserved for official college business.

Event Name: (How it will appear in marketing) [Required]

Event tagline:

Optional short description of event (3-6 Words)

What audience(s) are you trying to reach through marketing? [Required]

What is your goal for the marketing? [Required]

Valid input:

- Select only one choice.

☐ I want a simple flyer to provide to a private group of attendees.

☐ I want marketing to make the entire WCC campus aware of the event.

Other notes and considerations:

POSSESSING COMMUNICATION NOTES: (Visible to Submitter Upon Approval) [Admin Use Only]

Once we complete processing and approve your event, any additional communication from the Student Development and Activities Department will appear below.

Fundraising

Will you be fundraising, selling items or collecting funds through this event? [Required]

Valid input:

- Select only one choice.

☐ Yes

☐ No

Fundraising Requested

Washtenaw Community College are generously provides funding to eligible college-sponsored clubs each semester. However, there may be circumstances in which clubs choose to raise funds to support high-cost activities and items, such as:

Trips and conferences
Special equipment
Large-scale events

Please consider the following when requesting approval for fundraising activities:

Clubs must clearly state the purpose of fundraising and the destination of the funds within the fundraiser marketing and at the physical fundraising site (if a physical site exists.)

All money collected in the name of the college-sponsored club should be submitted to the Student Development and Activities Office after the fundraising to be deposited into your on-campus club account. This guarantees that the money is accounted for and will be spent using college purchasing procedure.

All money collected must be used for expenditures approved by the Office of Student Development and Activities, using college purchasing procedures.

It is strongly recommended that students or advisers do not hold funds in in personal bank accounts (including Paypal) at any point. Off-campus bank accounts may not be created using the name of the college-sponsored club or the college. (The College is not responsible for tax reporting on off-campus accounts.)

If food items are being sold, they must not directly compete with the Student Center food vendors contracted by the college. All food items sold must be room temperature, individually wrapped and labelled with ingredients. The ensures that food serving laws are being followed and helps customers stay clear of allergic reactions.

Raffles are governed by the Michigan Lottery and require a \$50 fee, plus six weeks to process the request from the time of receipt by the Michigan government. To read more, please visit the application website: http://www.michigan.gov/documents/BSL-CG-1655_1370_7.pdf

Movies are copyrighted through the Federal Government and do not make good fundraisers. In order to show a movie in public, the student club must pay for a license for public showing. For older movies, licenses usually range between \$150 - \$300 per showing. If admittance is charged, or food is sold during the movie, most license fees increase.

Many corporations offer fundraising programs and activities. Some allow students to sell products and provide a portion of profits, others may provide a portion of dining profits on a selected night. These methods of fundraising are allowed. Please be careful to choose a reputable and registered business when using these fundraising strategies.

Crowd-funding websites that do not allow a check to be mailed directly to the college may not be used for fundraising. As technology advances, other online fundraising options are reviewed on a case-by-case basis.

Fundraising strategies must be safe and limit risk to all parties involved. Please be safe and do not put members of your student club in harms way.

College-approved club activities or events may not include or promote the use or sale of alcohol.

Requested activities may be denied college-approval if they have the potential to harm the reputation of the college or Office of Student Organizations.

Funds collects from donations or sale of items may never directly profit an individual. All funds must be used for the Student Organization collecting, or be donated to a registered non-profit organizations. Personal profit (internal student or external community member) is not allowed at Student Organization-sponsored events.

NOTE: When requesting a cash box, the responsible party must bring a valid Student ID at the time that the cash box is picked up. Student Organizations will hold your Student ID until the funds are dropped off and deposited.

What type of fundraising activities will be occurring at this event? [Required]

☐ Selling food.

☐ Selling tickets for participation.

☐ Selling crafts or other tangible items.

☐ Partnering with local business for portion of dining proceeds.

☐ Partnering with a company for a portion of proceeds from product sales.

☐ Other.

Please describe your fundraising proposal in full detail: [Required]

Where will the fundraising take place? [Required]

- ☐ On Campus
- ☐ Off Campus

If on campus, will you need to borrow a cash box from the Student Organizations Office? [Required]

Valid input:

- Select only one choice.

- ☐ Yes
- ☐ No

What will the funds be used for? [Required]

- ☐ Supporting our club activities.
- ☐ Donating to a local non-profit or charity.

POSSESSING COMMUNICATION NOTES: (Visible to Submitter Upon Approval) [Admin Use Only]

Once we complete processing and approve your event, any additional communication from the Student Development and Activities Department will appear below.

Donating Funds to Non-Profit or Charity

Clubs may donate funds to a GOVERNMENT REGISTERED Non-Profit Organization 501(c)3.

In order to donate funds, we will need the following information. Please complete all fields.

Name of Non-Profit Organization [Required]

Purpose of Non-Profit Organization: [Required]

Full Name of Contact at Non-Profit: [Required]

Full Address of Non-Profit [Required]

Address, City, State, Zip

Phone Number of Contact: [Required]

Valid input:

- must be 10-15 digits long and may include only numbers, hyphens, and spaces.

Email Address of Contact

Valid input:

- name@myschool.edu

Website of Non-Profit:
Valid input:
- http://www.myschool.edu

Percentage of Profit to be Donated: [Required]
Valid input:
- Numeric - ex: 1111

Does the Non-Profit know you are fundraising on their behalf? [Required]
Valid input:
- Select only one choice.

☐ Yes
☐ No

POSSESSING COMMUNICATION NOTES: (Visible to Submitter Upon Approval) [Admin Use Only]
Once we complete processing and approve your event, any additional communication from the Student Development and Activities Department will appear below.

Budget Estimate

Please do your best to estimate all possible expenses for this event or activity.

Cost of Off-Campus Facility Reservation:
Default: \$0.00

Cost of Speaker or Performer:
Default: \$0.00

Cost of Off-Campus Tickets or Entry Fees:
Default: \$0.00

Cost of Food:
Default: \$0.00

Total Cost of Supplies:
Default: \$0.00

Name of Other Cost 1:
Default: Name of other cost 1

Amount of Other Cost 1:
Default: \$0.00

Name of Other Cost 2:
Default: Name of other cost 2

Amount of Other Cost 2:
Default: \$0.00

Name of Other Cost 3:
Default: Name of other cost 3

Amount of Other Cost 3:
Default: \$0.00

TOTAL AMOUNT OF FUNDING SUPPORT REQUESTED FOR THIS EVENT OR ACTIVITY: [Required]
Default: \$0.00

FUNDING SOURCE: How much of the TOTAL FUNDING should be charged to the Club's Agency Account? [Required]
Contact ajudkins@wccnet.edu for current balance. These funds come from club fundraising events.

FUNDING SOURCE: How much of the TOTAL FUNDING are you requesting from the Office of Student Organizations? [Required]
Student Organizations funds each club up to a total of \$200 per semester for authorized expenses.

Special notes or other important information regarding the budget of this event.

POSSESSING COMMUNICATION NOTES: (Visible to Submitter Upon Approval) [Admin Use Only]
Once we complete processing and approve your event, any additional communication from the Student Development and Activities Department will appear below.

Confirmation

Please carefully review your form to ensure that all information is correct. This form saves, so you may go back or complete your request at a later date.

Due to the amount of requests receives and variance in Student Club needs, 10 business is required to complete processing of Event Proposals.

REMINDER! DON'T FORGET TO CLICK "SUBMIT" IN THE BOTTOM RIGHT CORNER.

Have you reviewed your request and are satisfied with your submission? [Required]

☐ Yes
☐ No

Please Choose a New Date

There are not 10 business days before your requested event date - Please select a new event date.

Please return to the previous page and select a new date that provides at least 10 business days for processing and fulfillment of requests.

The purpose for the 10 business day requirement:

As the Department of Student Development and Activities upward of 45 student organizations, we have many requests come in each day. Each event must be carefully reviewed, reservation requests must be coordinated and supplies must be purchased. Accommodating last-minute requests disrupts the other events in process and can lead to missed commitments to other student clubs.

When we approve your event, we want to guarantee that you receive personal attention, your requests are fulfilled and you have everything needed to be successful.

We appreciate your understanding and advanced submission of Club Event Proposals.