

Office of Student Engagement and Leadership (SEAL)  
Student Clubs and Organizations

Activities/ Fundraisers Clearance Form

This form must be completed and approved at least 2 weeks prior to the student organization activity/fundraiser. Please do not advertise or solicit donations before you receive approval.

Club/Organization Name: \_\_\_\_\_

Name of Activity/Fundraiser: \_\_\_\_\_

Date(s):

Time(s):

Off Campus Location or if Virtual app utilized log on information code:

\_\_\_\_\_

If event is On-Campus, **do not** complete this form, please contact Reservations office at X3298 for Reservation/Clearance form.

**Organization President Information**

Name:

Phone Number:

Email Address:

**Organization Advisor Information**

Name:

Phone Number:

Email Address:

Please Note: All fundraisers/activities must be presented for prior approval. Funds must be paid directly to the student organization account. If organization does not have an organization account, please apply in the Office of the Controller.

Describe fundraiser and how funds will be collected and used:

Please provide accounting of funds raised, cost of event, and fund balance after all expenses and amount deposited into organization account.

**Please check off the appropriate box(es) below.** These services are needed for a successful event.

Marketing/Public Information: Flyers, web address copy of email and other promotion material must be submitted for approval to [favorsc@gram.edu](mailto:favorsc@gram.edu) or contact X6120 VP Student Affairs' office for stamp.

COVID-19 safety precautions to be taken to ensure safety of attendees (please give number of attendees for your off campus in person event:

\_\_\_\_\_

Security for Off-Campus Event will be provided by: \_\_\_\_\_

Contact Information \_\_\_\_\_

Campus Police: Please contact the Campus Police Department at (318)274-2222 to inform them of any on-campus activity, assist with parking issues, and possible extra security, for campus events.

Advisor's Signature \_\_\_\_\_ Date \_\_\_\_ President's Signature \_\_\_\_\_ Date

Student Organization Official Signature \_\_\_\_\_ Date \_\_\_\_ ( ) Approved ( ) Not Approved