



# Bevill State Community College

## Request to conduct an Extracurricular and/or Fund Raising Activities for Non-Intercollegiate Athletics

Please check the appropriate type request:

Extracurricular Activity  
 Fund Raising Activity

Group \_\_\_\_\_  
(Student Club or Organization)

Type of Extracurricular Activity \_\_\_\_\_

Type of Fundraiser: \_\_\_\_\_  
Targeted group: (local businesses, student body, staff, and community agencies)

Purpose for fundraiser \_\_\_\_\_

Activity Date: \_\_\_\_\_ Begin Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Campus/Location: \_\_\_\_\_

**(If a room or building on campus will be used for this function or activity a *Bevill State Request for Facility Form* must be completed and attached)**

If transportation is required, indicate the mode of transportation:  
\_\_\_\_\_ State Vehicle \_\_\_\_\_ Personal Car \_\_\_\_\_ Other

**(If a state vehicle is used for this function or activity a *Bevill State Vehicle Trip Sheet* must be completed and attached)**

Requestor \_\_\_\_\_

Date \_\_\_\_\_

\*\*\*\*\*

\_\_\_\_\_ Approved \_\_\_\_\_ Disapproved (reason)  
\_\_\_\_\_

Director of Student Services \_\_\_\_\_ Date \_\_\_\_\_  
(Director should add to Campus Event Calendar)

Director of Student Services will distribute a copy of the completed request form to the following:

- Requestor
- Dean of Students