STUDENT ORGANIZATION
Activity/Event Request

Name of Organization_____

Has your organization's charter or request for recognition been renewed this academic year?
_____ Yes _____ No

Did your organization receive a budget allotment from SGA this academic year?
_____ Yes _____ No

Person Making Request_____ Date_____

Describe Activity or Event_____

_____

_____

Who will attend?_____

Proposed Date(s) and Time_____

Person(s) who will be in charge and present _____

Advisor_____ Other_____

Will there be an admission charge? _____Yes – _____ No How Much?_____

Is this a fund raiser? _____ Yes _____No

Do you plan for extra security? _____ Yes _____ No

Will the activity be _____on campus _____off campus

Will the activity or event be publicized off campus? _____ Yes _____No

For Office Use

_____Approved _____Not Approved

_____ _____ _____
ICC President Dean of Student Affairs Date

Comments:
Return this request to the Dean of Student Affairs

It is lawful for any non-profit to conduct raffles, but NCGS14-309 limits institutions to only two per year. Raffles must be a random drawing and the maximum cash prize offered or paid cannot exceed $50,000. Requests for fund raising must receive prior approval via the Student Activities Request Form. All donations and gifts must be approved by the President.