

Club Fundraiser and/or Activity Procedure

1. Student clubs or organizations seeking to sponsor a fundraiser and/or activity may obtain the Fundraising/Activity Request Form from the TCL website, located in the Campus Life section.
 - a. <http://www.tcl.edu/campus-life>
2. The Fundraising/Activity Request Form must be completed by the club President, Vice President or Advisor and submitted to the Office of Student Activities at least 10 business days prior to the planned event. The Office of Student Activities is located in Building 12 in room 118.
3. Following approval by the Office of Student Activities, the form will be forwarded to the Vice President of Student Affairs for his/her signature. The Vice President for Student Affairs will forward the form to the College President for final approval if a fundraiser is requested.
4. Once all parties have approved the form, the Campus Life Manager will send a copy to the club President and Advisor.
5. If the activity request has been approved, the club Advisor is responsible for making a facility request and contacting Public Relations to approve all publicity to promote the event.