

Office of Development
 1401 S. College Ave. Box 157 • Levelland, TX 79336
 (806) 716-2020 • Fax: (806) 716-2149

This form is to be completed prior to engaging in any fundraising activity, including necessary signatures and approval from the SPC Development Office. Only fundraising activities that meet the guidelines of the College's Fundraising Policy, as published in the online Policy and Procedures Manual, will be considered for approval. **A request to conduct a fundraising activity should be submitted to the Office of Student Life at least 10 business days prior to the proposed event.** Contributions to fundraising efforts by SPC clubs and organizations are NOT considered qualified charitable contributions. Therefore, any fundraising by a club or organization should note this on all solicitation materials.

Name of Group/Club Making Request: _____

Person in Charge of Proposed Fundraising Activity: _____

Phone # _____ Email: _____

Relationship to SPC: _____

Description of Fundraising Activity: _____

Purpose of Fundraising Activity/Use of Funds: _____

Proposed Dates _____ Amount Expected
 of the Efforts: _____ to be Raised: _____

List all publics to be solicited including faculty, staff, businesses, etc. Include attachment if necessary.

Signature _____ Date _____
Club President/Officer

Phone _____ Email _____

Signature _____ Date _____
Faculty Advisor/Athletic Director

Phone _____ Email _____

Approval to conduct fundraising activity

Signature _____ Date _____
Director of Student Life

Signature _____ Date _____
Director of Development