



FLEMING

Fundraising and Awareness Initiatives Application Form

1) STUDENT'S CONTACT INFORMATION

Please select one main contact for your group.

- a) Main Contact Name: _____
- b) Contact Phone Number: _____
- c) Contact Email: _____
- d) Program Name: _____
- e) Please list the names of all additional students involved in this initiative:

2) PROPOSED INITIATIVE DETAILS

- a) Initiative Name: _____
- b) Requested Date of Initiative: _____ Requested Time of Initiative: _____
- c) Requested location: _____
- d) Purpose of Initiative: _____

- e) # of Tables Required: _____ # of Chairs Required: _____

Other Equipment: _____
Please note any changes re: tables, chairs or equipment for your event that are requested after your application has been submitted and approved may or may or may not be possible.

- f) Is this initiative intended to raise: Funds Awareness Both Funds and Awareness
- g) Where will the funds, if any, be donated to:
Name of Organization: _____
Organization's Mailing Address: _____

3) STUDENT ACKNOWLEDGEMENT (Please note you are signing on behalf of your group and you are responsible to make sure your group is aware of all requirements and guidelines.).

I, _____ (Name, please print) have read this application and confirm that (please check boxes):

I acknowledge on behalf of our group that we are required to comply with the College's fundraising and awareness initiatives procedures.

I am aware I will be required to fill out an initiative evaluation form to be returned to the Advancement and Alumni Relations Department within two weeks after the initiative date.

Signature: _____

Date: _____

4) PROGRAM COORDINATOR APPROVAL (REQUIRED)

I, _____ (Name, please print) have read this application and confirm that this initiative falls within the requirements of my program.

Signature: _____

Date: _____

Please submit your application by email at least two weeks in advance of the proposed initiative date to the attention of one contact below. Check the box next to the campus listed below and choose the email contact based on where your event will be held if approved.

Sutherland or FrostCampus contact:	physical.resources@flamingcollege.ca
Haliburton School of the Arts contact:	ted.brandon@flamingcollege.ca
Cobourg Campus contact:	colleen.johnston@flamingcollege.ca

OFFICE USE ONLY

Approved: _____
Facilities Operations Officer (Frost and Sutherland) or Designated Staff (HSTA and Cobourg)

Date: _____

Copy forwarded by Physical Resources (as required) to:

Advancement and Alumni Relations Office IT SA/C Finance