

EVENT PROPOSAL FORM

Office of Student Engagement & Inclusion
Genesee Community College

Student Group: _____ Advisor: _____

Cell Phone #: _____ GCC E-mail: _____

Event Title: _____

Event/Fundraiser Description:

Proposed Date(s): _____

Set-up Time: _____ AM PM Start Time: _____ AM PM

Clean-up Time: _____ AM PM End Time: _____ AM PM

I, _____, the student group advisor, will be present for the entire event if it is after the hours of 4:30pm
(Initials) on business days or taking place on the weekend

Primary Location: _____

Secondary Location: _____

Upon approval of the event, campus space and equipment (tables, chairs, etc.) outside of the Student Union should be reserved through the events coordinator (events@genesee.edu) in College Services.

Audience: (check all that apply)

- GCC Students
 Campus Community (Faculty, staff, alumni, etc.)
 General Public

Admission Requirements:

- Free Admission
 Tickets Sold at Pre-Sale \$ _____
 Tickets Sold at Door: \$ _____

Expected Attendance: _____

IF THE EVENT IS BEING HELD AS A FUNDRAISER:

Method of Fundraising:

- Sale of Baked Goods Basket Raffle

Sale of Product: _____ Vendor Supplier: _____

Solicitation of Sponsor*: _____

Student groups are not permitted to solicit local businesses for donations without prior written approval from the Foundation Office

Other: _____

Proceeds will be donated to or used for:

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Fundraising Guidelines:

- Advertisements may not be distributed until this form and flyers are approved by Student Engagement & Inclusion.
- “Startup” money for any fundraising activity must come out of the Student Group 100 account; budgeted funds may not be used for fundraising activities.
- Crowd Sourcing sites are not permitted.
- Donations to the student group may be made in the form of cash or check (checks made out to GCCA)
- To donate your proceeds, earnings must be deposited into your fundraising account first. Complete a claim voucher addressed to the vendor indicating the amount you wish to donate from your fundraising account. You may indicate on the claim voucher if you would like the Business office to hold the check or interoffice mail it to you, giving you the opportunity to present the check to the vendor.
- Student groups and individual programs on campus are not allowed to conduct fundraising raffles or games of chance, which includes raffles (i.e. 50/50), bingo, and casino events; the logistics with monitoring raffles to ensure compliance with state gaming rules makes it prohibitive to allow these types of student activities on campus. Games where no money is exchanged are not considered “games of chance” and are therefore allowable.

Other Considerations:

Food - AVI Foodsystems Inc. – (585) 345-0055 ext. 6499

Food on campus must be purchased through AVI Foodsystems Inc. as they hold the food service contract for GCC and have the first right of refusal. Any special arrangements or menus may be coordinated with the Catering Director

Media Services – media@genesee.edu

Advisor

Date: _____

Director of Student Engagement & Inclusion

Date: _____

E mail completed form to SA@genesee.edu at least fifteen (15) business days prior to the proposed event date

FOR OFFICE USE ONLY

Date Received: _____ Received By: _____ Approval E-mail: _____