

**Galveston College**  
**Office of Development and Galveston College Foundation**  
**Activity/Fundraiser Planning Worksheet/Approval Form**

*This form must have final approval one week prior to the planned event. Contact person may pick up the form after it has been approved in the President's office along with a support letter from Foundation Director.*

Name of Student Organization/Club/College Office: \_\_\_\_\_

Name of Contact Person/Phone #: \_\_\_\_\_

Type of Event: (check one or both)    Campus Activity                      Fundraiser

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Description of Event:

Will contributions be solicited from persons/organizations off campus?    Yes            No

\*If yes, please list names or persons/organizations, their address and the items being solicited:

A report on actual items/donations received is due in the Foundation Office one week after event is complete.

Other information/notes:

\_\_\_\_\_/\_\_\_\_\_  
Student Organization Advisor or College Administrator                      Date

**STUDENT ACTIVITIES APPROVAL NEEDED ONLY IF A STUDENT ORGANIZATION IS INVOLVED**

\*Approved: \_\_\_\_\_/\_\_\_\_\_  
Director, Student Activities                      Date

Final Approval: \_\_\_\_\_/\_\_\_\_\_  
VP Signature                      Date

Final Approval: \_\_\_\_\_/\_\_\_\_\_  
Director of GC Foundation                      Date

Final Approval: \_\_\_\_\_/\_\_\_\_\_  
GALVESTON COLLEGE PRESIDENT                      Date

Final Approval: \_\_\_\_\_/\_\_\_\_\_  
VP of Administration                      Date