



# Registration: FUNDRAISER OFF CAMPUS

**TO BE COMPLETED BY THE STUDENT EVENT COORDINATOR**

Sponsoring Group(s)/Organization \_\_\_\_\_

Title of Event/Activity \_\_\_\_\_

Date of Event \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Location of Event, including address \_\_\_\_\_

Description of Event \_\_\_\_\_

Purpose of Event \_\_\_\_\_

Unless instructed otherwise, notice of this event – once approved and scheduled - will be:

1. Posted on the BVCTC website calendar
2. Included in the "WEEK AT A GLANCE" flyers distributed on campus
3. Included in the "What's happening in STUDENT LIFE" email sent every Sunday from the Office of Student Life
4. Included as an announcement in the weekly Student Service e-newsletter
5. Included in the weekly CONNECTION email sent to faculty and staff from the President's Office every Monday

Please note: If you would like to create a flyer for this event to be posted on the Digital Marketing System (TVs), please email it to [OfficeOfStudentLife@bridgevalley.edu](mailto:OfficeOfStudentLife@bridgevalley.edu) or [Rachel.Harper@bridgevalley.edu](mailto:Rachel.Harper@bridgevalley.edu) for approval.



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## Office of Student Life

By signing below, I accept responsibility for this event with the understanding that

- I, and my organization, understand that I am to complete Reconciliation Form within 5 days of the event.
- I, and my organization, am accountable for the actions of the guests at this function (if applicable).
- I am required to be present throughout the event (if applicable).
- it is the sole responsibility of the organization to collect and deposit monies into an appropriate student organization account (if applicable).
- Flyers created to be distributed off campus must first be approved by the Director of Student Life.

### Student Event Coordinator

Name \_\_\_\_\_ Signature \_\_\_\_\_

College email \_\_\_\_\_@my.bridgevalley.edu Phone \_\_\_\_\_

Date \_\_\_\_\_

### Advisor

Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

### Director of Student Life

Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

### Dean of Students

Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_