

COLUMBIA COLLEGE - EVENT FORM

Section A - Contact Information	
Today's date:	
Student name:	
Student e-mail:	
Student ID number:	
Club Name:	
<p>Is this event a fundraiser? A fundraising event collects money through voluntary contributions, sales, or events/programs for a charitable donation or club support.</p> <p>Yes _____ No _____</p> <p>If yes, please fill out Section C.</p>	
Section B - For All Events	
Event date (the event must be <u>at least one week</u> away from today):	
Event name:	
Event location:	
Event time (start to finish):	
Purpose of the event:	
Equipment needed from the College (excluding tables and chairs): <i>[ex] laptop, speakers, mic</i>	
1. _____	4. _____
2. _____	5. _____
3. _____	6. _____
* Please note: this is only a request. The College reserves the right to review and approve all items.	

Will the event involve food and/or drinks? Yes _____ No _____

If yes, please specify below. [ex] Item: *Pizza from Dominos, Estimated cost: \$100*

Item: _____ Estimated cost: _____

Item: _____ Estimated cost: _____

Item: _____ Estimated cost: _____

Section C - For **Fundraisers Only**

Is this event a fundraiser for a registered non-profit, charitable organization?

Yes _____ No, it's for a Columbia College club. _____

If yes, what is the name of the organization where all proceeds will go to?

[ex] *BC Children's Hospital Foundation, The Canadian Red Cross Society, World Vision Canada*

What is the organization's registered number? _____

Who will be responsible for collection the proceeds at the end of the event?

Name: _____ Student ID Number (if applicable): _____

Where should the cheque be sent? Please provide the full address, including the postal code.

Please confirm that you have read the Columbia College Student Fundraising Policy by signing it and attaching it to this form.

Thank you for your cooperation. Please check your email regularly as we may contact you regarding the approval of this event.