



## SIGMA KAPPA

*Voices Strong. Hearts United.*

### **Fundraising Event/Activity Approval Form for Collegiate Chapters**

Directions: All events/activities must be planned in compliance with the Sigma Kappa *National Policy Handbook*, Article IX., Collegiate Chapters, H. Send four (4 copies) of the completed form with all attachments to your advisory board chairman at least three (3) weeks prior to the event.

\*\* If the fundraising event/activity includes the signing of a contract, if alcohol will be present, or is a sporting event, please complete a Social Function Review Form in addition to the Fundraising Event/Activity Approval Form.

Chapter: \_\_\_\_\_ District: I School: \_\_\_\_\_

Vice president of philanthropic service completing form: \_\_\_\_\_

Phone: \_\_\_\_\_ email: \_\_\_\_\_

Event/Activity Details:

Location (name and address): \_\_\_\_\_

How far is the location from campus? \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Other student organizations invited to participate:

\_\_\_\_\_

Is there a co-sponsor? \_\_\_\_\_ If yes, who? \_\_\_\_\_

Name all corporate sponsorships and the details of their financial and in-kind contributions:

\_\_\_\_\_

Describe event/activity: Please include details of the event, i.e., sports event, fashion show, etc:

\_\_\_\_\_

Describe printed materials (attach samples, if possible, include proposed artwork):

\_\_\_\_\_

Describe advertising and PR efforts for event/activity:

\_\_\_\_\_

Budget:

Receipts

Amount from chapter budget \$ \_\_\_\_\_  
Ticket sales \$ \_\_\_\_\_  
Entry fees \$ \_\_\_\_\_  
T-shirt sales \$ \_\_\_\_\_  
Other \$ \_\_\_\_\_  
Donated items (fair market value) \$ \_\_\_\_\_  
Donations\* \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Expenses

Facility rental \$ \_\_\_\_\_  
Band/DJ \$ \_\_\_\_\_  
Caterer/food \$ \_\_\_\_\_  
Security guard \$ \_\_\_\_\_  
Additional insurance \$ \_\_\_\_\_  
Printing \$ \_\_\_\_\_  
T-shirts \$ \_\_\_\_\_  
Other \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

\* Chapters should budget funds to run event. Monetary donations should be made payable to Sigma Kappa Foundation and sent with a chapter contribution form immediately after event.

NHQ approved amount chapter is eligible to fundraise based on 35% rule: \$ \_\_\_\_\_

Note: this amount is communicated to the chapter each fall by the NHQ finance staff.

Important Note: All fundraisers totaling more than 35% of the chapter's receipts must be forwarded to the national vice president for finance through the CPO and CDD prior to approval.

Before signing, have you attached and reviewed the following?

\_\_\_\_\_ Logo/artwork design for printed items.

\_\_\_\_\_ Any contracts signed for the event (ex. rental of facility, agreement with caterer)

The plans for this event are in compliance with Sigma Kappa *National Policy Handbook*, Article VII, Risk Management Policy and Article IX, Collegiate Chapters.

Vice president of philanthropic service/event planner \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

President \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

**Approved by:**

Advisor to vice president of philanthropic service \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

Advisory board chairman \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

Collegiate province officer \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

NVPF \_\_\_\_\_ Date \_\_\_\_\_

(if receipts expected to exceed the 35% amount for the chapter)

ABC – Forward all signed copies with attachments to collegiate province officer after review.

CPO – Upon approval, send signed copies to vice president of philanthropic service, chapter president, advisory board chairman, and foundation@sigmakappa.org.