

Virginia Highlands Community College Student Activities



Name of Event: \_\_\_\_\_
Location of Event: \_\_\_\_\_
Date(s): \_\_\_\_\_ Time: \_\_\_\_\_

A. PROJECT DESCRIPTION

NOTE: Project Description must include all information pertinent to the event such as who is hosting the event, person in charge, organizations/clubs involved, what the event will entail, and how this event will benefit the college. Attach all additional paperwork required such as a detailed budget, room approval, and Liability Waiver Form. If there is a fundraising component, the description must fully explain all aspects of the fundraiser including admission fee amount, info on sponsorships and in-kind gifts, and how funds will be distributed. If soliciting businesses for donations, attach a full list of businesses to approach for pre-approval.

Multiple horizontal lines for project description text entry.

By signing this proposal form I, as an employee of VHCC, agree to attend, oversee, and assume all responsibility and accountability for the project, in compliance with the policies and regulations of the college.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_
VCCS E-mail Address: \_\_\_\_\_
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

B. PROJECT APPROVAL

Student Activities Coach: \_\_\_\_\_ Date: \_\_\_\_\_
Dean of Student Services: \_\_\_\_\_ Date: \_\_\_\_\_
VP of Instruction & Student Services: \_\_\_\_\_ Date: \_\_\_\_\_
VP of Financial & Administrative Services: \_\_\_\_\_ Date: \_\_\_\_\_

Is an Assumption of Risk Form required for this event? O Yes O No

VP of Institutional Advancement: \_\_\_\_\_ Date: \_\_\_\_\_

Required for fundraising, sponsor solicitation, and in-kind gifts only