Community and Residence Life
Fundraising Request

PLEASE WRITE LEGIBLY AND COMPLETE ALL INFORMATION

Name: ___________________________  Phone #: ________________________

Sponsoring Organization: ____________________________________________

Advisor Signature: ___________________________  Advisor: ________________

Date Submitted: ________________  (This form must be submitted two weeks in advance)

Title of Fundraiser: ________________________________________________

Day(s), Date(s) and Time(s) of fundraiser (Please list a first, second, and third choice):
1st choice:  Day of the Week ________________  Date ________________  Time ______
2nd choice:  Day of the Week ________________  Date ________________  Time ______
3rd choice:  Day of the Week ________________  Date ________________  Time ______

Location of Fundraiser: _____________________________________________

Please note that once your date has been approved, the advisor will need to contact the appropriate office/s to reserve a location and any other resource needed. C&RL will not make requests for groups.

Please describe the proposed fundraiser in detail: __________________________

________________________________________

________________________________________

Please describe what the money raised will be used for: __________________________

________________________________________

________________________________________

Advertising Method/s: (Flyers/Posters must be approved and stamped by the Office of C&RL) __________________________

________________________________________

________________________________________

FOR COMMUNITY AND RESIDENCE LIFE OFFICE USE ONLY

Date received: ________________

Comments: ________________________________________________

Approval: _____ Approved  _____ Denied  _____ Missing Information

Signature: ___________________________  Date: ________________________

Director of Community and Residence Life
**Resource Information**

*Organization advisors need to contact the appropriate office/s when planning an event. Community and Residence Life will NOT be making requests for groups.*

**To Reserve a Room:**

**Special Events**
- Mary Jane Higgins
  Assistant Director, HigginsM@pmc.edu, x7639
- Amy Deveau
  Associate Director, DeveauAmy@pmc.edu, x7640

**Community and Residence Life**
(Residence Halls, Village Commons, CC Atrium, Meditation Room, SL Conference Room)
- Jennifer Reed
  Director of C&RL, CommunityLife@pmc.edu, x7136

**Athletic Fields and the Gymnasium**
- Erin Brennen
  Director of Athletics, Brennene@pmc.edu, x7058

**Set-up Requests:**

**Special Events**
- Mary Jane Higgins
  Assistant Director, HigginsM@pmc.edu, x7639
- Amy Deveau
  Associate Director, DeveauAmy@pmc.edu, x7640

**Audio/Visual**
- Rich McGirr
  Manager Media Services, Mcgirrri@pmc.edu, x7096

**Food and Beverage:**

**Aramark**
- Sandy Iannotti
  Catering Manager, pinemanordining@aramark.com, x7698

**Safety and Shuttle Service Needs:**

**Dana Smith**
- Director of Campus Safety, Smithdana@pmc.edu, x7031