Phanlthropy/Service/Awareness Event Registration

This form is to be used to notify College officials on and off campus Philanthropy/Service/Awareness initiative events. Notification of an event does not represent the College approval of the event. The purposes of this notification are to ensure that social events are carefully planned, do not conflict with other events and to remind the sponsors and co-sponsors of their responsibilities under state law, college policies, and Inter/national Fraternity/Sorority.

Registration Form must be completed and returned to the Office of Fraternity & Sorority Life 10 days before the event. Within 7 days after the event, please submit the Philanthropy or Community Service Event Summary Form

Event Information

Name of Event: ____________________________________________
Chapter: ________________________________________________
Other Sponsoring Chapter(s)/Organization(s):
_______________________________________________________
Date of Event: ____/_____/__________
Start Time: ______:_______ am/pm
End Time: ______:_______ am/pm
Location: ______________________________________________
Address: ______________________________________________
Estimated Participants: __________________
EMS/Public Safety Yes/No
Outdoor Event Yes/No
I understand that no alcohol cannot be part of a FS Philanthropy, service or awareness initiative. Initial: __________

Beneficiary Organization

Name of Beneficiary: _______________________________________
If event is philanthropic, what is your fundraising goal?: __________________________

Finance/Funds Management

Money/Cash will be collected Yes/No

*If Yes: You must complete a Funds Collection Form. Remember that this form needs to be completed any time you sell tickets, hold a fundraiser, collect dues, or any other activities that involve the exchange of money on campus.

Funds Collection: Any exchange of money that occurs on campus must be approved in advance by the Office of College Programs.

NOTE: A Funds Collection Form must be completed at least two weeks in advance of your funds collection activity and no later than a week after you have submitted a reservation.

http://www.fandm.edu/ocp/funds-collection

Meaghan V. Kaufman
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Marketing

Would you like this event to be advertised through the following social media outlets? (Check all that apply)
□ @FMFSLife twitter □ F&M FS Google Group □ F&M FS Life facebook page
F&M Publicity and Promotion Policies:
http://www.fandm.edu/ocp/publicity-and-promotion

Chapter Contact Information

Name ______________________ Phone Number ______________________
Officer In Charge: ________________ ________________

Advisor: ________________________ ________________

*Will an Advisor be attending your Event? Yes/No

Signatures

Risk Management Officer (Print) ____________________________
Representing __________________Date__________________
Signed __________________________
Phone Number ____________________

Event Officer __________________Date__________________
Representing __________________Date__________________
Signed __________________________
Phone Number ____________________

*Non-fraternity/sorority group (co-registration is required)
Co-sponsor (Print) __________________________
Representing __________________Date__________________
Signed __________________________
Phone Number ____________________

FOR OFFICE USE ONLY:

Date Received __________________Date Reviewed__________________

I/we, the undersigned, am/are familiar with F&M College policies and with Pennsylvania State and Local Fire Code regulations. On behalf of the group(s) I/we represent, I/we acknowledge my/our responsibility for the event described on this form. To the best of my/our knowledge, all information provided on this form is accurate and truthful.