



Student Activity Request Form

A two-week notice is needed for the approval process.

Any fundraising activity must be approved by the Vice President for College Advancement.

Club/Organization _____ Today's Date _____

Name of Activity/Event _____

Date _____ Time _____ Location _____

Activity Type (check all that apply):

Fundraising Educational (seminar, etc.) Leadership Development

Community Service Convention or Workshop Team-Building

If this is a fundraising activity, for what purpose are the funds being raised?

Who is involved in raising these funds? _____

What method will be used to raise funds? _____

Who will be your target group for raising these funds? _____

Equipment and set-up needs (i.e., ice, table, chairs, cash box, extension cords, etc.)

Transportation (off-campus activities): _____

Publicity

Please attach information and/or flier for the *Student News and TechTV* if applicable.

Reminder—Student Activities Office approves campus fliers and bulletin board posting.

Signatures Required

Signature of Club/Organization President _____ Date _____

Signature of Club Advisor _____ Date _____

Approval Signature _____ Date _____

Student Activities Coordinator

Approval Signature _____ Date _____

Dean for Students/Associate Vice-President for Academic and Student Affairs

Signature Required For Fundraisers Only

Approval Signature _____ Date _____

Vice-President of College Advancement