

## REQUEST FOR APPROVAL OF STUDENT ACTIVITY

This form is to be used for approval of student activities. Student clubs and organizations wishing to sponsor any type of activity, including fund raising projects, are expected to complete this form. All requests should be submitted to the Director of Student Activities for approval at least one week prior to the date that the event will take place.

1. Sponsoring Club or Organization:

\_\_\_\_\_

2. Name of Activity:

\_\_\_\_\_

3. Type of activity, project, entertainment, or fund raising drive:

\_\_\_\_\_

4. Purpose:

\_\_\_\_\_

5. Date of Activity:

Time:

\_\_\_\_\_

6. Place:

\_\_\_\_\_

7. Estimated Cost (budget of expenses and income): (Itemize if necessary and attach.)

\_\_\_\_\_

8. Persons to be responsible for the following:

A. Person in charge of total activity: \_\_\_\_\_

B. Person in charge of clean up afterwards: \_\_\_\_\_

9. Faculty or staff member to serve as advisor for this activity:

\_\_\_\_\_

\_\_\_\_\_  
Signature of President of Club or Organization

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature of Club Advisor (indicating approval)

\_\_\_\_\_  
Date Signed

Action Taken: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Director of Student Activities: