



Club/ Organization Activity Approval Form

(Note: this form must be completed at least **four weeks** prior to the scheduled activities. All requisitions for the activity should be turned in at the same time as this form).

Club Name: _____

Event: _____

Date of Event: _____

Place of Event: _____

Time of Event: _____

Purpose of Event: _____

Please check only ONE:

- Community Service
- Educational
- Fund Raiser (Circle One): Donations or Sales
- Club Awareness Activity
- Social Event

Specific Activities and needs of Event. Please also include any facilities/IT requests (tables, chairs, tents, outlets, etc). *Please attach relevant information or additional requests to this form if this is not enough space.*

Date	Club President
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Date	Club Advisor
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Date	Campus Life Coordinator
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Date	College Controller
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Business Office Only: <input type="checkbox"/> Taxable Event <input type="checkbox"/> Non-taxable Event
