



# Club Activity Request Approval Form

(Note: this form should 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
- Club Awareness Activity
- Educational
- Social Event
- Fund Raiser (Circle One):    Donations    or    Sales

**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

\_\_\_\_\_ Date \_\_\_\_\_ Club Advisor

\_\_\_\_\_ Date \_\_\_\_\_ Campus Life Coordinator

\_\_\_\_\_ Date \_\_\_\_\_ College Controller

Business Office	<input type="checkbox"/>	Only: Taxable	<input type="checkbox"/>	Event Non-taxable Ev
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