



Student Activity Application

1. This form is for student organizations to request authorization to conduct planned activities (not trips) in support of their approved organizational by-laws. This form must be submitted before each planned activity is started, with a separate form submitted for each planned activity.
2. The form is to be submitted **at least 14-days prior to a planned activity** by the president of the organization, who will attach a copy of the organization's meeting minutes which will reflect approval of the activity.
3. The Coordinator of Student Life will notify the club/organization president and advisor if the activity has been approved or denied.

- 1) Name of organization: _____
- 2) Nature of Activity: _____
- 3) Date and time for which the activity is scheduled: _____
- 4) Location at which activity is scheduled (make sure to reserve the location through the Internal Facilities Request Form): _____
- 5) Is this a fundraiser activity? () Yes () No. If so, what will the funds raised go toward:

- 6) The activity is open to (check all that apply):
() Members Only () Students Body () Faculty/Staff () General Public
- 7) Number of students/ faculty/ staff/ general public expected to attend activity: _____
- 8) Please indicate which venues will be used to promote this event (check all that apply):
() Banners () Flyers () Table-Top Announcements () Social Media

Make sure to read the Posting and Advertising Policy

Approvals

Club/Organization President _____ Date _____

Club/Organization Advisor _____ Date _____

Student Life Coordinator _____ Date _____