Diablo Valley College
Student Life Office

Activity Proposal Memo

Instructions: This memo must be submitted to the Student Life Office **prior** to submitting an Activities Request Form. **PLEASE TYPE OR PRINT LEGIBLY.** Further guidance regarding necessary forms and next steps will be sent to the applicant via email approximately 2 business days after submission (NOTE: Fridays are not considered business days).

Date: _____

Who: Club/Organization Name: _____ Club/Organization Advisor(s): _____

Applicant Name: _____ Primary Phone: _____ Email: _____ @insite.4cd.edu
(DVC Insite Email is required)

Co-Sponsorship with another club/department? ☐ No ☐ Yes, list name(s): _____
(i.e., Will any club or outside agency be assisting with financial support, promotions, volunteers, etc.?)

What: Title of Event: _____

Food? ☐ No ☐ Yes ---> If 'yes', specify if using on or off campus catering: _____

Financial Transactions? ☐ Yes ☐ No *(i.e., ticket sales, entry fee, use of club/organization funds to purchase food, supplies, etc.)*

Fundraiser? ☐ Yes ☐ No   Media Needs? ☐ Yes ☐ No

When: Proposed date(s) and time(s): _____

Where: Desired Location (on or off campus): _____

How: Funding needs (Check all that apply): ☐ None ☐ Club funds ☐ ASDVC funds ☐ ICC funds

Brief description of expected costs: _____

Why: Purpose of event (how does event relate to purpose of the club):

If you have any questions about this form or your proposed activity, please call 925-969-4267 or stop by the Student Life Office during business hours.

OFFICE STAFF USE ONLY		

MEETING NEEDED: ☐ No ☐ Yes

MEETING SCHEDULED: ☐ Yes → MEETING DATE/TIME:_____

FORMS NEEDED:

☐ Activity Request Form	☐ Deadline: _____	☐ Received: _____
☐ Cash Handling Forms/Checklist	☐ Deadline: _____	☐ Received: _____
☐ ASDVC/ICC Funds Request Form	☐ Deadline: _____	☐ Received: _____
☐ Budget Breakdown	☐ Deadline: _____	☐ Received: _____
☐ Temporary Food Permit	☐ Deadline: _____	☐ Received: _____
☐ Conference Attendance, College Medical, Consent & Release Form	☐ Deadline: _____	☐ Received: _____
☐ Voluntary Activities Participation Form	☐ Deadline: _____	☐ Received: _____
☐ Student Union Building Use Form	☐ Deadline: _____	☐ Received: _____
☐ Logo/Art Work to be approved	☐ Deadline: _____	☐ Received: _____

MEDIA/FACILITIES NEEDED: ☐ No ☐ Yes

INITIAL HEADS-UP: _____

FORM SUBMITTED: _____

DETAILS:

_____

_____

_____

DENIED ☐ Yes ☐ No

DENIAL REASON:

_____

_____

PENDING APPROVAL ☐ Yes ☐ No

DETAILS NEEDED: _____

_____

STATUS NOTIFICATION DATE : _____