



Activity Function Form

Any questions should be referred to the Dean of Student Affairs and Enrollment Services

A. Activity

1. Name of Organization_____
2. Type of Event_____
3. Location of Event_____
4. Date of Event_____
5. Times of Event_____

B. General Information

1. This form must be submitted **two weeks** or two regularly scheduled senate meetings in advance of the event to the Student Affairs Office.
2. Enter the event for tentative approval on the campus master calendar through the Student Affairs Specialist.
3. Submit the necessary facility request and work orders with this form to the Student Affairs Office.
4. Complete ticket sale, requisitions, police patrol, and/or custodial service arrangements with the Student Affairs Specialist.
5. Use of off-campus sites and the gym must be approved by the Student Affairs Committee.
6. Submit a summary of the event plans signed by the organization sponsor and the club president. When it is a major social function it must also have the signatures of at least four organization members who will be at the event.

C. Signatures indicating approval of necessary arrangements:

1. Student Affairs Specialist:

_____ Date: _____

2. Club Representatives (Social Function Act reviewed when applicable):
(Four signatures required for major social function)

Print Name

Signature

3. Club Advisor (Social Function Act reviewed when applicable):

_____ Date: _____

4. Faculty or administrative sponsors attending the social event (when applicable; also indicates review of Social Function Act):

_____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____

5. Associated Student President:

_____ Date: _____

6. Dean of Student Affairs and Enrollment Services: (final approval)

_____ Date: _____

Office use only:

Approved

Disapproved

Date: