



2019-2020

ACTIVITY REQUEST FORM

ONE ACTIVITY FORM PER EVENT

Received by Campus Life

Initials: _____

Date: _____

This form is to notify Campus Life of any and all proposed programs, activities/events/projects, and purchases. This form is only for Registered or Certified Clubs and the ASWVC Senate.

This form must be submitted no less than **2 weeks prior** to the activity date along with any **additional required forms**. To determine additional forms required, please refer to the noted documents at the bottom of this form, or ask Campus Life staff.

Activity Type (Check only one): Campus Event (involves all campus) Org./Group Activity (involves only your org./group) *Fundraiser (specific event to raise funds)

Today's Date: _____ **Event Date(s):** _____

Name: _____ **Phone number:** _____

ORGANIZATION INFORMATION:

Group Name: _____ **Advisor:** _____

Member Signature: _____ **Advisor Signature:** _____

****Advisors must be present at all events****

ACTIVITY DETAILS:

Activity Title: _____

Activity Location: _____

Start Time: _____ **End Time:** _____ **Food served at event?** YES NO

Anticipated Number of Attendees: _____ **Event open to public?** YES NO

Expected Expenses? YES ****Aprx. Amount \$** _____ *****Prior approval required** NO

Cash box needed? YES NO **Card reader needed?** YES NO

I understand that I must include the non-discrimination statement on all fliers/posters? YES

Is promotional flier attached? YES NO *****Promotional flier must be submitted 2 weeks before event.**

Activity Description: _____

*** Advisor - If fundraising, please initial the applicable statement:**

_____ We will use S&A funds and/or other college funds to prepare for this event (as seed money, etc.), and will follow all college and state guidelines for use of these funds.

_____ We will NOT use any S&A or other college funds to prepare for this event.

Please see back of this form for Room Scheduling Request ➡

FOR OFFICE USE ONLY

Documents submitted to Campus Life for processing:

☐ Room Reservation (on back)

☐ Purchase Request

☐ Service Contract

☐ Meals & Light Refreshments (Required if serving food on campus)

☐ Travel Documents

Please submit this form to the Campus Life office | Van Tassell 5005

Room Reservation Request

Please submit this completed form to Campus Life

Requestor's Name: _____ Advisor: _____

Phone #: _____ Email: _____

Club / Group Name: _____

Name of Activity: _____

Room # / Space(s) to be reserved: _____

Event Date(s): _____ Anticipated # of attendees: _____

Setup Time: _____ Event Time: _____ to _____ Cleanup Time: _____

Please indicate any and all needs from the list below

Chairs: # _____

Tables: # rectangle: _____ # round: _____

Podium

Microphone(s) # _____

PA system

DVD

Projector

Laptop

Open door early

Parking (only if public is involved)

Involves the public

Wi-fi access

ITV Assistance

Other: _____

Are you serving food at this event?: Yes No **If yes, Meals & Light Refreshments form is required

If a specific setup is needed, please draw the layout that you prefer.

Wenatchee Valley College is committed to a policy of equal opportunity in employment and student enrollment. All programs are free from discrimination and harassment against any person because of race, creed, color, national or ethnic origin, sex, sexual orientation, gender identity or expression, the presence of any sensory, mental, or physical disability, or the use of a service animal by a person with a disability, age, parental status or families with children, marital status, religion, genetic information, honorably discharged veteran or military status or any other prohibited basis per RCW 49.60.030, 040 and other federal and state laws and regulations, or participation in the complaint process.

The following persons have been designated to handle inquiries regarding the non-discrimination policies and Title IX compliance for both the Wenatchee and Omak campuses:

- To report discrimination or harassment: Title IX Coordinator, Wenatchi Hall 2322M, (509) 682-6445, title9@wvc.edu.
- To request disability accommodations: Student Access Coordinator, Wenatchi Hall 2133, (509) 682-6854, TTY/TTD: (509) 682-6853, sas@wvc.edu.

Please submit this form to the Campus Life office | Van Tassell 5005