

Student Club On/Off-Campus Activity Worksheet
Burman University

1. This worksheet is provided, for club use only, as a guide to help with event planning; please have both the Financial VP and Advisor sign it.
2. Please fill out a Request Form for an on-campus activity and submit it to the Campus Life Committee **two weeks** in advance.
3. Please be sure to fill out an Off Campus Field Trip & Activity Form if your event will take you off-campus; please submit it to the Campus Life Committee **three weeks** in advance. If this activity will cause students to miss their classes, a copy must be submitted to the Academic Administration Office for Academic Committee at the same time.

Event: _____ Date Planning Started: _____

Departure Date/Time: _____ Return Date/Time: _____ # of Participants: _____

Location: _____

Faculty/Staff Sponsoring participants: _____

Outline of Activities:

Schedule for Planning:

2 Months Prior: _____
1 Month Prior: _____
3 Weeks Prior: _____
2 Weeks Prior: _____
1 Week Prior: _____
Day of Event: _____

Food & Refreshments Expenses:

Vendor: _____ \$
Vendor: _____ \$
Vendor: _____ \$
Vendor: _____ \$

Supplies & Misc. Expenses:

Vendor: _____ \$
Vendor: _____ \$
Vendor: _____ \$
Vendor: _____ \$

Transportation - please note the following Burman Drivers Policy:

Any student, faculty or staff providing transportation for Burman/PAA students, faculty or staff must have a minimum of \$1 million liability insurance on their vehicle. This is for the driver's personal protection, as well as coverage for passengers.
_____ kilometres

Cost of vehicle #1 _____ \$
Cost of vehicle #2 _____ \$
Cost of vehicle #3 _____ \$
Cost of vehicle #4 _____ \$

There are adequate funds to cover this event as per the following signatures: Total cost of activity \$

Financial VP: _____ Advisor: _____