

Student Organization Activity Request Form

NOTE: *If using Student Activities funding*, requests for food must be submitted at least 2 weeks in advance for proper approval using the ProCard Form available from the Student Activities office.

Organization: _____

Name of Activity: _____

Beginning Date: _____ Ending Date: _____

Requested Location for Activity: _____

Is this a fundraiser? _____ If yes, give details. Raffle/lottery type activities prohibited.

Is this an off-campus activity? _____ If yes, give details.

Is this event open to all students or only members of the student organization?

Would you like to have this event publicized through the Office of Student Activities?

President of Organization

Faculty/Staff Advisor of Organization

Approved: ___ Yes ___ No

Comments: _____

Student Activities Coordinator

Date