



Date Received/Initials \_\_\_\_\_

## STUDENT ACTIVITY CLEARANCE REQUEST

Activity Title: \_\_\_\_\_

Purpose: \_\_\_\_\_

Name of Organization/Club: \_\_\_\_\_

Name of Organization/Club Advisor: \_\_\_\_\_

Treasurer/Financial Officer Listed on Club Registration: \_\_\_\_\_

Name of Co-Sponsoring Organization or Club if any: \_\_\_\_\_

Dean, Student Services: \_\_\_\_\_

Type of Activity or Event:  Social  Leadership  Service Project  Student Development  Fundraiser  Travel

Index Number and Financial Account to be used for Event: \_\_\_\_\_ Cost of Event: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Day of the Week: \_\_\_\_\_ Month: \_\_\_\_\_ Date: \_\_\_\_\_

Timing of event: Start: \_\_\_\_\_  AM  PM End: \_\_\_\_\_  AM  PM

Setup/Cleanup: Start: \_\_\_\_\_  AM  PM End: \_\_\_\_\_  AM  PM

Location: \_\_\_\_\_ Permits/Contract required: \_\_\_\_\_

**\*\*\*\*NOTE: If your event is in a campus facility, you must attach an approved room request form or your student activity form will not be reviewed.\*\*\*\***

Activity/Event Cleared:  Yes  No

Description of Activity/Event: (Briefly summarize activities planned/topics to be addressed, names & titles of speakers.)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Chaperones	College / Non College

**\*\*\*\*NOTE: All non-college personnel must fill out a volunteer clearance form to chaperone an event. \*\*\*\***

In addition, if this is an off campus activity or a travel event the following information must be provided before this activity request is approved.

How are you Traveling:  College Van  Car  Airplane  Bus  Other? \_\_\_\_\_

All trips must be approved with funding in place prior to booking or scheduling.

**If you are traveling by bus, please have a completed purchase requisition attached to the activity request form, it will not be approved without it.**

**Please follow the instructions for completing this form on the next page.**

\_\_\_\_\_  
Signature, SGA Advisor

\_\_\_\_\_  
Signature SGA Official

\_\_\_\_\_  
Signature Community Relations

## **INSTRUCTIONS FOR COMPLETING THE STUDENT ACTIVITY FORM**

- Complete a room request form and submit to the registrar's office: attach a copy to this form.
  
- Complete the activity request form and submit to Dean, Student Services for prior approval.
  
- The form will be forwarded to the SGA office or SGA advisor's office for clearance.
  
- Complete a property loan request form if needed. The borrower is responsible for any damage to loaned SGA equipment. The borrower will be assessed replacement cost for un-repairable equipment.
  
- Obtain approval from Community Relations if advertising the event on campus.
  
- All catering requests must be completed two weeks prior to the event. If not using an internal catering service a purchase requisition must be created and approvals established two weeks prior to the event.
  
- If you intend to implore local businesses for contributions you must first contact directly the SFCC Foundation at 453-3133. The foundation exists to enhance community awareness of South Florida Community College to encourage, solicit, and accept gifts, to receive bequests, and to account for, manage, and help to appreciate cash or non-cash gifts donated to the foundation.