



# 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: \_\_\_\_\_

**Club Advisor's Signature:** \_\_\_\_\_

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

**Dean, Student Services Signature:** \_\_\_\_\_

**Executive Director, Institutional Advancement Signature:** \_\_\_\_\_

➤ **NOTE: Approval from Institutional Advancement is required if outside vendor solicitation is involved, this includes donations, in kind items or sponsorship.**

**Office of the President Signature:** \_\_\_\_\_

➤ **NOTE: Approval from the Office of the President is required on all fund-raising events**

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.\*\*\*\*

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, Coordinator Student Life

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

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

Activity/Event Cleared: Yes

No

☐☐

## 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 SFSC Foundation at 453-3133.**
- **Approval from Institutional Advancement is required if outside vendor solicitation is involved, this includes donations, in kind items or sponsorship.**
- **Approval from the Office of the President is required on all fund-raising events**