



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

**VP for Institutional Advancement & External Affairs 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 one month prior to the event. If not using an internal catering service a purchase requisition must be created and approvals established one month prior to the event.
- **Approval from the Vice President Institutional Advancement and External Affairs is required if outside vendor solicitation is involved, this includes donations, in kind items or sponsorship. Activity Clearance Request must be turned in 30 days in advance to the Dean, Student Services Office.**
- **Approval from the Office of the President is required on all fund-raising events. Activity Clearance Request must be turned in 30 days in advance to the Dean, Student Services Office.**