



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

Vice President, Student Services Signature: _____

Executive Director, Institutional Advancement Signature: _____

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

Office of the President Signature: _____

➤ **NOTE: Approval from the Office of the President is required for all fundraising 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 before 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 it to the Vice President, Student Services, for prior approval.
- The form will be forwarded to the SGA office or the 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 the 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 before the event. If not using an internal catering service, a purchase requisition must be created and approvals completed one month before the event.
- **Approval from the Executive Director, Institutional Advancement is required if outside vendor solicitation is involved, including donations, in-kind items, or sponsorship. Activity Clearance Request must be turned in 30 days in advance to the Vice President, Student Services Office.**
- **Approval from the Office of the President is required for all fundraising events. An Activity Clearance Request must be submitted 30 days in advance to the Vice President, Student Services Office.**