

Submit this form **four weeks** prior to activity for minor events, **six weeks** for major events, **two weeks** for community service and for fundraising and recruitment tables. Please note that if the Student Organization Coordinator or Student Life Department Director feels that we should meet about the event, no approval will occur until they meet with the Student Organization Advisor and President. No event is confirmed into you receive a copy of the activity registration form stating the activity has been approved. Please use additional sheet(s) if necessary.

Date: \_\_\_\_\_  On Campus  Off Campus

Organization Name: \_\_\_\_\_

Type of Activity:  Social  Educational  Community Service  Fundraising

Name of Activity: \_\_\_\_\_

Day/Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Location: \_\_\_\_\_ Cost of Admission \$ \_\_\_\_\_  
On-Campus Location or Off-Campus Address

Activity Description:

How does the activity meet the goals of your organization?

Is it a co-sponsored by any department or outside vendor? If so please state name and contact information?

Learning Outcome satisfied and how?

Organization Rep. \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

The Advisor who signs this form must be present at the event or email the Student Organization Coordinator with the name of the full time employee who will be attending on their behalf.

Advisor \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### Office Use Only

Student Life Department Rep. \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Location Reserved:  Yes  No - Explanation: \_\_\_\_\_

Activity: Signature \_\_\_\_\_  Approved  Denied-Explanation: \_\_\_\_\_