

Activities Approval Form

Please submit to the Director of Student Activities *at least two weeks prior* to planned activity.

Club: _____

Proposed Activity (in detail) _____

Purpose of Activity _____

Date _____ Time (begin) _____ Time (end) _____

Locations of facilities _____

Fees to be charged _____ Amount _____

Resources Need for Projects (tables, chairs, etc.) _____

Club Advisor

Date

Club President

Date

___ Approved

___ Disapproved

___ Approved

___ Disapproved

Director of Student Activities

Dean of Student Services

Date

Date

Comments _____
