

## Student Organization Activity Request Form

NOTE: *If using Student Activities funding*, requests for food must be submitted at least 2 weeks in advance for proper approval using the ProCard Form available from the Student Activities office.

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

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

Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Requested Location for Activity: \_\_\_\_\_

Is this a fundraiser? \_\_\_\_\_ If yes, give details. Raffle/lottery type activities prohibited.

Is this an off-campus activity? \_\_\_\_\_ If yes, give details.

Is this event open to all students or only members of the student organization?

\_\_\_\_\_

Would you like to have this event publicized through the Office of Student Activities?

\_\_\_\_\_

\_\_\_\_\_  
President of Organization

\_\_\_\_\_  
Faculty/Staff Advisor of Organization

Approved: \_\_\_ Yes \_\_\_ No

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Student Activities Coordinator

\_\_\_\_\_  
Date