

Planning an Activity/Event

1. All activities/events created by student clubs/organizations must be officially approved by the Office of Student Life.
2. In order to request official approval, the organization must complete the Student Club Event Approval form and submit it (along with any other necessary materials) to the Office of Student Life at least 10 business days prior to proposed activity/event date. The Student Club Event Approval form is located on the Office of Student Life website. The club/organization is required to submit the following information on this form:
 - a. Name of club/organization
 - b. Proposed activity/event name
 - c. Proposed activity/event date and time
 - d. Proposed activity/event location (For instructions on reserving rooms for activities/events, see “Reserving a room on campus”.)
 - e. Estimated number of guests
 - f. Room set-up and AV needs
 - g. The club/organization is asked whether or not campus police have been notified of the proposed activity/event
 - h. The club/organization is asked whether or not refreshments will be present.
 - i. Brief description of activity/event
 - j. Name and contact information of the organization’s member who completes this form
 - k. Name and contact information of the organization’s faculty advisor
 - l. The organization is asked whether or not the faculty advisor will be present during the activity/event. If not, the organization is asked to provide the name of the individual who will be responsible for the activity/event in place of the faculty advisor
 - m. The organization is asked whether or not it will need funding for the activity/event. (For instructions on requesting funds, see “Requesting funds from the Office of Student Life.”)
 - n. The form requires the signature of one member of the organization as well as the signature of the faculty advisor
3. Once the event proposal form is submitted, the Student Life staff member will contact you to let you know your event has been approved.
4. Any changes to the logistics of the activity/event (i.e. date, time, location, etc.) must be reported immediately to the Office of Student Life.
5. Each club/organization (receiving funding from the Office of Student Life) is required to host at least 1 campus-wide activity/event and 1 service project each academic year.
6. Failure to follow any of the procedures mentioned above may result in the refusal of funding for that particular activity/event.