Student Organization Activity Approval Form

Sponsoring student organization ______________________________________

Activity ________________________________________________________

Date __________________ Time __________________ Location __________

Fees __________________ Person in charge __________________________

Purpose _________________________________________________________

How will this activity be funded? _________________________________

Has funding already been secured? ______________________________

Are there external entities associated with this activity? (If yes, please explain.)

________________________________________________________________

Are there contracts associated with this activity? (If yes, attach copies of contract(s).)

________________________________________________________________

Has the student organization membership approved this activity? __________________

Student completing this form ______________________________________

Advisor's signature/approval ______________________________________

For Office Use Only

☐ Approved  ☐ Disapproved

Comments ______________________________________________________

________________________________________________________________

________________________________________________________________

________________________________________________________________

Assistant Coordinator of Student Life __________________________ Date __________

If you have any questions in the completion of this form please see the assistant coordinator of Student Life in the College Center, Room C-120, or call (708) 456-0300, Ext. 3850.