



Club and Activities Action Form 2011-2012

CLUBS: This form is to be used to propose club meetings and on-campus club programs, exclusive to club membership.

CERTIFIED CLUBS AND ORGANIZATION

For larger events there is a more detailed proposal and planning process.
See staff for details.

DATE: _____

STUDENT GROUP: _____

CONTACT INFORMATION

PRESIDENT: _____ ADVISOR _____

PHONE: _____ PHONE: _____

STUDENT E-MAIL:

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ACTIVITY INFORMATION

ACTIVITY TITLE: _____

DATE: _____ Proposed Time: _____

LOCATION: _____

TIME ROOM NEEDED: (including set up/clean up) _____

ANTICIPATED ATTENDANCE:

ACTIVITY DESCRIPTION (WHAT DO YOU WANT TO DO OR ACCOMPLISH?)

President Signature: _____ Date: _____

<CONTINUE TO BACK FOR CERTIFIED CLUBS AND CAMPUS ORGANIZATIONS>

FUNDING REQUEST FOR ORGANIZATIONS AND CERTIFIED CLUBS

Certified Clubs Require Assigned Community Consultant Signature**

Please estimate expenses for this event:

Do you expect revenue from this event?

SUPPLIES/MATERIALS: \$ _____

REVENUE: \$ _____

PROMOTIONS: \$ _____

SOURCE: _____

FOOD: \$ _____

REVENUE: \$ _____

OTHER: _____

SOURCE: _____

TOTAL EXPENSES: \$ _____

TOTAL REVENUE: \$ _____

TOTAL BUDGET FOR EVENT/ACTIVITY (REVENUE MINUS EXPENSES) \$ _____

**Certified Clubs Only—Assigned Community Consultant Signature _____

ADDITIONAL FORMS/INFORMATION

ADDITIONAL FORMS WILL BE NECESSARY ON A CASE-BY-CASE BASIS. FOR FULL CONSIDERATION OF YOUR FUNDING REQUEST PLEASE COMPLETE THE APPLICABLE FORMS AND SUBMIT THEM ALONG WITH THIS REQUEST FORM.

FOOD AT A MEETING OR EVENT	PRIOR APPROVAL FOR FOOD FORM REFRESHMENT ORDER FORM
PURCHASE OF SUPPLIES OR DECORATIONS . . .	MATERIALS AND SERVICES REQUEST FORM (MSR)
PAYMENT FOR A SPEAKER OR PERFORMER . .	CONTRACT AND RFP OR INVOICE VOUCHER
GRAPHIC DESIGN OR COLOR PRINTING	DESIGN REQUEST FORM
OFF-CAMPUS TRAVEL	STUDENT PRIOR APPROVAL FOR TRAVEL FORM INFORMED CONSENT FOR EACH STUDENT TRAVELER

ADDITIONAL EQUIPMENT NEEDS AND SPACE SET-UP FOR ON- CAMPUS ACTIVITIES: (e.g. microphone, chairs set-up, podium, easel/white board, etc...)

SIGNATURES

President Signature: _____ Date: _____

VP Signature _____ Date: _____

Advisor Signature: _____ Date: _____

Please submit this form to the Center for Leadership and Service