STUDENT ACTIVITY REQUEST

This form must be completed and turned in to the Student Activities Office for approval at least two (2) weeks prior to any activity sponsored by a student organization. If a college facility other than SSC134 or 135 is to be used, a Midland College Room Reservation Form must be submitted to Irma Moreno.

NAME OF SPONSORING ORGANIZATION: ________________________________

ACTIVITY: _______________________________________________________

TYPE OF ACTIVITY: ☐ SOCIAL ☐ EDUCATION ☐ COMMUNITY ☐ FUND RAISER ☐ OTHER

NOTE: Before funds are solicited, club advisors and officers must attend Risk Management Training.

DATE OF ACTIVITY: ___________________________ HOURS: _____________

LOCATION: ___________________________ OPEN TO PUBLIC: ____ YES ____ NO

PURPOSE: ________________________________

IF FUND RAISER, PLEASE DESCRIBE ITEMS TO BE SOLD. ________________________________

WHAT WILL MONEY BE USED FOR?

_____________________________________________

ARRANGEMENTS FOR CLEAN UP AFTER ACTIVITY:

_____________________________________________

SIGNATURES OF THREE MEMBERS

_____________________________________________

SIGNATURE(S) OF ADVISOR(S)

_____________________________________________

☐ Check if you would like your event in the Student Life Newsletter. (Submissions must be received no later than the 15th of each month for the following month's newsletter.)

☐ APPROVED ☐ DISAPPROVED

STUDENT ACTIVITIES OFFICE DATE