



SGA Campus Activity Request Form

All clubs, interested groups or organizations must complete this form when planning activities, events or fundraisers on campus. This must be submitted at least **four weeks prior to the event** for approval. Once this form has been approved the club and/or Advisor will receive a copy of the decision. Please do not begin publicizing your activity/event/fundraiser until you receive written approval from the SGA to avoid conflicts. Approvals will also be announced in scheduled SGA meetings.

Club/Group Name: _____

Club President: _____

Event: _____

Date of Event: _____

Place of Event: _____

Time of Event: _____

Purpose of Event: _____

- Community Service
- Club Awareness Activity
- Educational
- Fund Raiser
- Social Event
- Other – Explain: _____

Specific Activities of Event:

Equipment needed (be specific as to tables, outlets, other facilities needed, etc.)

Date Club Advisor

Date SGA President

Date SGA Advisor

Date Vice President of Student Services