STUDENT ACTIVITY
PROPOSAL & REQUEST FOR FUNDS

This form must be completed and approved a minimum of two weeks prior to the date of the proposed College sponsored activity, both on- and off-campus.

1. Name of organization: ____________________________________________

2. 

<table>
<thead>
<tr>
<th>Activity Proposed</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Details: ____________________________________________

3. Anticipated financial needs for activity:

<table>
<thead>
<tr>
<th>Amount</th>
<th>Source of Funds (club account, donations, etc.)</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

4. Who will be in attendance?
   Club/organizations members only ______
   Members and guests ______
   Open to all students ______
   Off-campus speakers ______
   Faculty/sponsors (mandatory) ____________________________
   Specify: __________________________________________

5. Facility needs:
   On-campus _____ Location: ______________________________
   Off-campus _____ Location: ______________________________

6. The following is agreed upon and understood by the sponsoring organization:
   A. All College policies, rules, and regulations governing student conduct will be observed.
B. Immediately following the activity, the organization is responsible for complete removal of all materials such as posters, signs, and other exhibits displayed both on- and off-campus.

C. The organization will make satisfactory arrangements with the College and/or other involved parties in the event of property or facility damage.

D. The College sponsor(s) of the organization will be present for the entire activity.

E. The proposed activity may not be approved and may not take place until the organization or College sponsor(s) have returned this form to the VP of Instruction for proper approval. The organization’s original form will be returned by the VP of Instruction. A copy will be sent in campus mail to the College Sponsor of Student Activities records and a copy will be sent in campus mail to the College sponsor.

Signature of Organization President       Signature of College Sponsor

____________________________________  ______________________________
Phone #                                 Phone #

____________________________________
Vice President of Instruction

____________________________________
Date Approved

Student Activity-revised 8/6/07