

Activity Notification

All Student Organization Activities must be approved through Student Life. This form must be completed and submitted to the Director of Student Life at least 2 weeks prior to the event. All approved events will be posted on the Student Life web site.

Event Sponsor _____

Type of Event: Fund-Raiser Community Service Campus Event Off Campus Event
(circle one)

If the event is a fund-raiser, what is the estimated deposit amount? \$ _____

Event Title _____

Date and times of Event _____

Location of Event _____

Total cost of the event \$ _____

Will there be food at the event? _____ If yes, where purchased _____

Will there be prizes at the event? _____ If yes, list all prizes _____

Number of anticipated attendees _____

Purchase Order Requests Attached? YES NO

List Vendors where items are to be purchased _____
