

ACTIVITIES REQUEST FORM

This form should be submitted 2 weeks prior to your event so that you can obtain approval from the Activities Office to hold your event.

Date Submitted: _____

Club Name: _____ Club Advisor: _____

Name of Activity: _____

Date of Activity: _____ Time: _____

Location: _____

Type of Activity (circle one)

Community Service Project

Fundraiser - must submit a Fundraiser Request Form to be approved by Board

Banquet

Field Trip - must submit Field Trip Request Form

Attending a conference/convention

Hosting a conference/convention

Banquet

Event/Show

Other

DESCRIPTION OF ACTIVITY

** This form will be matched up to the Post Activity Form and Attendance sheet for club points.

Signature of Advisor: _____

Signature of President: _____

Approved by: _____
(Mrs. Sjol – Activities Director)

Date: _____

This form will be returned when approved