

Student Activities Event Form

Process:

All events that fall under the Student Activities area must have this form completed and approved each semester and for each event/activity. If you are planning to utilize campus facility/ space the approval process must be followed. Clubs, please ensure that your paperwork is up to date otherwise the form will not be approved. Event advertising will be approved once an R25 email confirmation is provided to the Student Activities office. If your event does not fall within the parameters listed below, please attach an explanation of why it should still be considered for approval.

- Complete the Student Activities Event Form
- Have Advisor/IDS/Assistant enter facilities information into RCCD R25
- Submit completed Student Activities Event Form and COPY of printed R25 Request to Student Activities. Once the Event form and R25 Request has been reviewed and approved; the approved copy will be forwarded to the advisor and also the Facilities Utilization Specialist who will then
- Confirm approval through R25. Once approvals have been obtained the event can be advertised.

Note: Due to shortage of college resources and staff a limited amount of activities will be allowed per day thus you might be asked to reschedule. Faculty Advisor signature is mandated.
This form is due four weeks before the event for review and approval. Approval notification will be provided in 2 weeks.

Event Parameters:

- *Events should be MVC student focused
- *Event is during a timeframe that is accessible for students and MVC staff

Student Activity Information:

Student Club/Organization Name:	
Purpose of Club/Organization:	
Name of Proposed Event:	
Date of Event and time of Actual Event Begin and End	
Club/Organization Paperwork Complete:	
Description of event submitted for approval. Please be specific: location, date, timeframe, resources needed, tables/chairs, technology, and/or other equipment. Generic requests will be denied.	
Student Representing Club/Organization: Contact Information – Name, Phone, Email	
IMC Request: YES ___ What is the specific need? (Submit IMC Request on line) NO ___	
Club/Organization Faculty Advisor Name:	
Club/Organization Faculty Advisor Signature:	
Faculty Advisor Phone Number:	
Co-Advisor Name:	
Co-Advisor Signature:	
Co-Advisor Phone Number:	
Name/Email and phone of the Advisor/IDS/Assistant who will be entering R25 request:	

Student Services Office Section

Approved _____ Denied _____

_____ Student Activities Coordinator Signature

_____ Dean of Student Services Signature

Comments: _____

_____ VP of Student Services (only for high profile or weekend events)

Student Activity Check List

- Make sure activity is supported by Student Activity Coordinator(s) or Club/Organization Advisor(s).
- Complete the Student Activities Event Form completely.
- Review dates and events one semester in advance with your advisors and coordinators.
- Confirm that your advisors are able to attend your event.
- Advisor must submit an R25 request to reserve your space for the event. Be specific with your needs. Weekend fees will apply.
- If media services are required, Advisor must submit an IMC request. Be specific with your needs.
- Student Activities Event Form must be signed by Advisor, Student Activity Coordinator and Dean.
- For all high profile and weekend events, the Student Activities Event Form must be submitted to VP. **Event will be discussed in the President's Leadership Team meeting and must have approval.**
- Student Activities Event Form will be returned as approved, disapproved or with a request to modify for approval.
- Once event is approved, you can start advertising.

HAVE FUN!