

## 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 office of Student Services. 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 Event 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 by the fifth week into the semester for review and approval.** Approval notification will be provided in 2 weeks.

### Event Parameters:

\*Events should be RCC student focused

\*Event is during a timeframe that is accessible for students and RCC staff

### Student Activity Information:

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

### **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)