

**PENSACOLA STATE COLLEGE
CLUB ACTIVITIES FORM
STUDENT ACTIVITIES**

This form **MUST** be completed and turned in to the Student Leadership & Activities Office for approval at least two weeks prior to any requested activity date.

Organization _____

Submitted by _____ Position _____ Phone # _____

Activity being held _____

Date (s) of club activity _____

Time of club activity _____

Location of club activity _____

(Please note a Facility Use Form must be completed if a campus facility is to be utilized)

Purpose of club activity _____

Special equipment or arrangements needed from Student Leadership & Activities Office (use back of sheet if necessary) _____

Is this club activity a fundraiser? _____ Yes _____ No

Price(s) of any product being sold or price of admission _____

Does this club activity require a maintenance request? _____ Has it been completed? _____

Arrangements for set-up/clean-up of club activity _____

Approved – Organization/Club Advisor

Date

Approved – Coordinator of Student Leadership & Activities

Date

Approved – Vice President Student Affairs

Date

cc. Campus Police & Maintenance