

Student Leadership and Activities – Off Campus Activity Request Form

The mission of the Office of Student Leadership & Activities (SLA) is to support academic programs through extracurricular activities designed to promote individual growth, develop social responsibility, and enhance leadership development. Timely completion of this form enables our office to include your event on the Activities calendar, and to help you navigate rules and regulations that may affect your event or the safety of your members. This event is NOT permitted by the Student Leadership and Activities office until it has been completed in its entirety. Once completed email to the Director or Coordinator of Student Leadership and Activities.

Organization Name: _____

Name of Event: _____

Date of Event: _____

Event Start & End Time: _____

Event Location: _____

Anticipated Attendance: _____

Purpose of Event:

Fundraiser Event: *Yes No

*If yes, ensure you fill out the Fundraising Proposal Request Form BEFORE submitting this form.

Requester Name: _____

Requester Signature: _____

Organization Advisor Signature: _____

*By signing this you acknowledge your responsibility as Advisor to be at the event.

Student Leadership and Activities Signature: _____

SLA Staff Use Only:

Chrome River Required: *Yes No

*Completed Paperwork: Yes No

Travel Waivers Required: *Yes No

*Completed Paperwork: Yes No