



# ACTIVITY REQUEST FORM

ONE ACTIVITY FORM PER EVENT

Received by Campus Life Initials: _____ Date: _____
---

**This form is...**

- Only for Registered or Certified Clubs and the ASWVC Senate.
- Required for any and all proposed programs, activities/events/projects, and purchases.
- Required to be submitted no less than **2 weeks prior** to the activity date along with any **additional required forms**. (Incomplete paperwork cannot be processed, and therefore only complete paperwork is considered as submitted.)

To determine additional forms required, refer to the noted documents at the bottom of this form, or ask Campus Life staff.

Activity Type: Campus Event  Org./Group Activity  \*Fundraiser  \*\*Service Project   
 (Check only one) (involves all campus) (involves only the org./group) (without gain to the club)

Today's Date: \_\_\_\_\_ Event Date(s): \_\_\_\_\_

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

### ORGANIZATION INFORMATION:

Group Name: \_\_\_\_\_ Advisor: \_\_\_\_\_

Member Signature: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_

**\*\*Advisors must be present at all events\*\***

### ACTIVITY DETAILS:

Activity Title: \_\_\_\_\_

Activity Location: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Food served at event? YES  NO

Anticipated Number of Attendees: \_\_\_\_\_ Event open to public? YES  NO

Expected Expenses? YES  \*\*Aprx. Amount \$ \_\_\_\_\_ \*\*\*Prior approval required NO

Cash box needed? YES  NO

*I understand that I must include the non-discrimination statement on all fliers/posters? YES*

Is promotional flier attached? YES  NO  \*\*\*Promotional flier required min. of 2 weeks before event.

Activity Description: \_\_\_\_\_

**\* Fundraising: Advisor - If fundraising, please initial the applicable statement:**

\_\_\_\_\_ We will use S&A funds and/or other college funds to prepare for this event (as seed money, etc.), and will follow all college and state guidelines for use of these funds.

\_\_\_\_\_ We will NOT use any S&A or other college funds to prepare for this event.

**Please see back of this form for Room Scheduling Request**

**\*\*\*FOR OFFICE USE ONLY\*\*\***

**Documents submitted to Campus Life for processing:**

<input type="checkbox"/> Room Reservation (on back)	<input type="checkbox"/> Purchase Request	<input type="checkbox"/> Service Contract
<input type="checkbox"/> Meals & Light Refreshments (Required if serving food on campus)		<input type="checkbox"/> Travel Documents

# Room Reservation Request

Please submit this completed form to Campus Life

Requestor's Name: \_\_\_\_\_ Advisor: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Club / Group Name: \_\_\_\_\_

Name of Activity: \_\_\_\_\_

Room # / Space(s) to be reserved: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Anticipated # of attendees: \_\_\_\_\_

Setup Time: \_\_\_\_\_ Event Time: \_\_\_\_\_ to \_\_\_\_\_ Cleanup Time: \_\_\_\_\_

## Please indicate any and all needs from the list below

- |  |  |
|--|--|
| <input type="checkbox"/> Chairs: # _____ | <input type="checkbox"/> Tables: # rectangle: _____ # round: _____   |
| <input type="checkbox"/> Podium          | <input type="checkbox"/> Microphone(s) # _____ <input type="checkbox"/> PA system                          |
| <input type="checkbox"/> DVD             | <input type="checkbox"/> Projector <input type="checkbox"/> Laptop   |
| <input type="checkbox"/> Open door early | <input type="checkbox"/> Parking (only if public is involved) <input type="checkbox"/> Involves the public |
| <input type="checkbox"/> Wi-fi access    | <input type="checkbox"/> ITV Assistance  |
| <input type="checkbox"/> Other: _____    |  |

Are you serving food at this event?: Yes  No  \*\*If yes, Meals & Light Refreshments form is required  
If a specific setup is needed, please draw the layout that you prefer.

Wenatchee Valley College is committed to a policy of equal opportunity in employment and student enrollment. All programs are free from discrimination and harassment against any person because of race, creed, color, national or ethnic origin, sex, sexual orientation, gender identity or expression, the presence of any sensory, mental, or physical disability, or the use of a service animal by a person with a disability, age, parental status or families with children, marital status, religion, genetic information, honorably discharged veteran or military status or any other prohibited basis per RCW 49.60.030, 040 and other federal and state laws and regulations, or participation in the complaint process.

The following persons have been designated to handle inquiries regarding the non-discrimination policies and Title IX compliance for both the Wenatchee and Omak campuses:

- To report discrimination or harassment: Title IX Coordinator, Wenatchi Hall 2322M, (509) 682-6445, title9@wvc.edu.
- To request disability accommodations: Student Access Coordinator, Wenatchi Hall 2133, (509) 682-6854, TTY/TTD: (509) 682-6853, sas@wvc.edu.

*Please submit this form to the Campus Life office | Van Tassell 5005*