ACTIVITY REQUEST FORM
ONE ACTIVITY FORM PER EVENT

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
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:
□ Room Reservation (on back) □ Purchase Request □ Service Contract
□ Meals & Light Refreshments (Required if serving food on campus) □ Travel Documents

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

☐ Chairs: # __________

☐ Tables: # rectangle: _______ # round: _______

☐ Podium

☐ Microphone(s) # _______

☐ PA system

☐ DVD

☐ Projector

☐ Laptop

☐ Open door early

☐ Parking (only if public is involved)

☐ Involves the public

☐ Wi-fi access

☐ ITV Assistance

☐ 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.

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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