

Activity Approval Form

To ensure full support from required college departments,
all Student Life programs must complete this form.

Please complete this form minimum of three weeks prior to your event.



Today's Date: _____ Organization Name: _____

Name of Responsible Student: _____ Phone: _____

Activity Title: _____ Date of Activity: _____

Time of Activity: _____ Preferred Location of Activity: _____

Brief Description of Activity: _____

Adviser Name: _____ Phone: _____ Email: _____

Adviser Signature: _____

PLEASE CHECK WHICH FORMS ARE NEEDED	CONTACT PERSON OR DEPARTMENT	DATE CONFIRMED
<input type="checkbox"/> Request for Facility Use <i>To reserve MHCC areas, include room info, reservation times & authorization for clearance.</i>	Submit to Student Events Coordinator, x7269	
<input type="checkbox"/> Work Order Request <i>To set up your room with appropriate number of tables, chairs, etc. Include diagram.</i>	Submit to Student Events Coordinator, x7269	
<input type="checkbox"/> Request for Payment or Purchase Order Request or Petty Cash <i>To initiate payment for services with an outside business or reimbursement.</i>	Submit to Student Events Coordinator, x7225	
<input type="checkbox"/> Personal Service Contract and W-9 <i>If your event includes an entertainer/speaker regardless if they are paid.</i>	Submit to Student Events Coordinator, x7269	
<input type="checkbox"/> Request for Catering <i>To order catering services for your events from Lancer, MHCC food service.</i>	Submit to Student Events Coordinator, x7269	
<input type="checkbox"/> Audio Visual Equipment Request <i>The AV department has a variety of audio visual equipment available. Include Diagram.</i>	Submit to Student Events Coordinator, x7269	
<input type="checkbox"/> Request to Conduct Off-Campus Fund Raising/Raffle Solicitation	Submit to Student Events Coordinator, x7269	
<input type="checkbox"/> Cash Box Request Form	Submit to Student Union Bookkeeper, x7225	

Event approved by the Student Events Coordinator:

Signature - Student Events Coordinator

Date