

Student Life and Community Outreach Form

Temple College Request for Approval of Student Activity

Club/Organization/Group:

Description of activity: (Submit justification for activity, how is the event planned, how are the materials being supplied, etc.?)

Site and date of proposed activity:

Check all those that are applicable for this Activity:

NOTE: It is the club/organization's responsibility to book rooms and arrange with the maintenance department to open and close facilities and to notify campus police.

- | | |
|--|--|
| <input type="checkbox"/> Open to the general public | <input type="checkbox"/> Open to TC students only |
| <input type="checkbox"/> Designed to raise funds | <input type="checkbox"/> Designed to break even financially |
| <input type="checkbox"/> Publicity will be confined to TC campus | <input type="checkbox"/> Publicity will include off-campus information |
| <input type="checkbox"/> Space reserved | <input type="checkbox"/> Campus Police notified 254-298-8291 |
| <input type="checkbox"/> Maintenance notified 254-298-8690 | |

IF AN ADMISSION CHARGE IS TO BE MADE, INDICATE AMOUNT(S):

Group Contact Name:

Phone:

Temple College Email address:

Signature of the individual making the request

Date of request

Sponsor attending this activity signature

Date of request

Approval from Student Life Director

Date approved

Approval from Division Director Student and Enrollment

Date approved

Approval from Vice President of Educational Services (Chief Academic Officer) Date approved

Please complete this form and forward to Student Life Director, who will receive notification of approval electronically.