

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: _____

Email address: _____

Signature of the individual making the request Date of request

Sponsor attending this activity signature Date of request

Approval from Division Director Student and Enrollment Services Date approved

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

You will receive notification of approval electronically to email listed above.