

# Student Life and Community Outreach Form

Temple College Request for Approval of Student Activity

Club/Organization/Group:

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

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Site and date of proposed activity:

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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.

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|--|--|
| <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):

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Group Contact Name:

Phone:

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Temple College Email address:

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Signature of the individual making the request

Date of request

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Sponsor attending this activity signature

Date of request

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Approval from Student Life Director

Date approved

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Approval from Division Director Student and Enrollment

Date approved

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Approval from Vice President of Educational Services

Date approved

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

REV 08/2018