



Activities Form

Return this COMPLETED form to the office of Student Activities and Advocacy, SS#254 or studentactivities@marin.edu

If this event is a fundraiser, it MUST be approved by the Office of Student Activities and Advocacy and the Club Fundraising Form is also REQUIRED.

Date Submitted: _____ Organization/Club Name: _____

Activity (be specific): _____

Is this a reoccurring event? ___ YES OR ___ NO Day of the week: _____

Activity Date(s): _____ - _____ Time & Duration: _____ AM/PM TO _____ AM/PM

campus location of activity: _____

Online access link: _____

Is this a fundraiser? ___ YES OR ___ NO Number of people expected for this event? _____

By attending this event, you are attesting that you are vaccinated per College of Marin "District" Vaccination policy, Board Policy 3507. If you are found in violation of the policy, you will be subject to Student Discipline and Due Process (AP 5520). Anyone who is experiencing COVID-19 like symptoms or has been directly exposed to someone with COVID-19 should remain home and see their healthcare provider. For updates visit <https://www1.marin.edu/strong/>

*Off campus events require signed waivers for all participants.

Depending on the nature and size of the event, the presence of Campus Police may be necessary

STUDENT CONTACT INFORMATION:

NAME: _____ TITLE: _____

PHONE: _____ EMAIL: _____

ORGANIZATION/CLUB APPROVAL:

Organization/Club **President:** (PRINT) _____ X (SIGN) _____

Organization/Club **Advisor:** (PRINT) _____ X (SIGN) _____

Note: Club Advisor's presence is required at events/activities outside of normal college hours, 8AM-5PM.

SET UP NEEDS:

Request MUST be submitted NO LESS than 1-week before scheduled event in order to be fulfilled!

Example: 2 six-foot tables, 1 garbage can, 6 chairs, 1 microphone, & 2 speakers, etc.

Tables: QTY ___ Chairs: QTY ___ Garbage cans: QTY ___ Mics: QTY ___ Speakers: QTY ___

Other/MISC: _____



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OFFICE USE ONLY

Approved

NOT Approved

Reason: _____

ASCOM Board Member: (print) _____ X(sign) _____

Director of Student Activities and Advocacy: (print) _____

(sign) _____

CP (campus police)

MT (maintenance)

MS (media services)

Booked Room _____

SSH