



# Activities Form

Return this COMPLETED form to the office of Student Activities and Advocacy, SS#241 or [studentactivities@marin.edu](mailto: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

On campus location of activity: \_\_\_\_\_

Online access link: \_\_\_\_\_

Is this a fundraiser? \_\_\_ YES OR \_\_\_ NO Number of people expected for this event? \_\_\_\_\_

**\*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: \_\_\_\_\_



# Activities Form

## 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