

How to schedule club activities and complete the form?

Notes regarding club activities:

- Must be open to all students.
- Must be in line with the College's mission – club activities can be denied.
- If the activity is a fundraiser, the [Fundraising Form](#) is also required.
- Some examples of activities include; hosting games like trivia, watch parties, speakers, musical performances, instructional demonstrations, etc.

Steps to scheduling an activity:

1. After the activity has been voted on by the club members and noted in the meeting minutes, please complete the [Activities Form](#).
2. Please note this form must be approved by the club president and advisor.



How to get email approval of
PR's, Minutes, & Forms



INSTRUCTIONS TO
FILL AND SAVE.docx

3. Submit the completed form to studentactivities@marin.edu at least two weeks prior to the event.