



Activities Form

Return a copy of **COMPLETED** form to the Office of Student Activities & Advocacy, studentactivities@marin.edu

If this event is a fundraiser, the Club Fundraising form is also required.

Date Submitted: _____ Organization/Club Name: _____

Activity (be specific): _____

Is this a recurring event? **YES** **NO** Day of the week: _____

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

Location of activity*: _____

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

***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: _____

OFFICE USE ONLY

- ☐ Approved
- ☐ **NOT** Approved

Reason: _____

Director of Student Activities and Advocacy: (sign) _____

- ☐ **CP** (campus police)
- ☐ **MT** (maintenance) _____
- ☐ **MS** (media services)
- ☐ Booked Room: _____
- ☐ **SSH**