

Student Organization Event Proposal

(This request form must be completed at least **three (3) weeks** prior to the scheduled event or activity.)

Instructions:

1. To schedule events, review and complete this form and attach signed **minutes** showing discussion and approval of the event/activity during an approved meeting.
2. Obtain the signature of the faculty/staff advisor who will attend the entire event. **Students may not be unsupervised.**
3. Return the completed forms to the Office of Student Life at least one month in advance of the event. Completed forms may be scanned and emailed to ivcstudentlife@ivc.edu
4. After review, the Office of Student Life will return this form to the organization with the approval notice.

Student Organization: _____

Student Name: _____ Faculty Advisor Name(Print): _____

Student Phone: _____ Student Email: _____

Advisor Name: _____ **Advisor Signature***: _____

*The advisor signs that he/she will supervise and attend the **entire event** per regulations listed in the [Club Guide](#).

| Event Information | Student Life Office Use Only |
|---|--|
| Event Name: _____ | ICC Outlook Calendar: |
| Event Date(s): _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Event Start Time: _____ Event End Time: _____ Set-up Needed By: _____ | Update to "Busy": |
| Location Request(s): _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <p>** Note: Location Reserved by advisor. Advisor will need to submit a request via email to ivcmastercalendar@ivc.edu</p> | Email club scanned copy: |
| Attachments | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If you answer "Yes" to any of the questions below, you may be required to include attachments to your proposal. | <u>Comments:</u> |
| 1) Will food be served? <input type="checkbox"/> No <input type="checkbox"/> Yes—See Section A: Food | |
| 2) Will there be guest speakers/performers? <input type="checkbox"/> No <input type="checkbox"/> Yes—See Section B: Guest Speakers | |
| 3) Will marketing materials be printed? <input type="checkbox"/> No <input type="checkbox"/> Yes—Attach a copy of the materials | |
| 4) Will sound system be used outside? <input type="checkbox"/> No <input type="checkbox"/> Yes— See event set-up information | |
| 5) Will you be requesting club funding? <input type="checkbox"/> No <input type="checkbox"/> Yes—See Section C: Club Funding | |

FOR STUDENT DEVELOPMENT OFFICE USE ONLY
 EVENT APPROVED

EVENT NOT APPROVED

Administrator (signature): _____

Date: _____

Event Setup Information

Attach a diagram. Requests will be submitted to Facilities and subject to equipment availability.

_____ Tables
_____ Chairs
_____ Canopies
_____ Trash cans
_____ Recycling Bins

Additional Requests:

Section A: Food

Student Organizations who are distributing food for free must go through the proper approval process. The student organization will need to submit an [ASIVC Funding Request Form](#) to use club funds to purchase the food for their meeting/event. Per District policies only a SOCCCD employee can be reimbursed for purchases made. Per Administrative Regulation 3605 (AR 3605), a Spend Authorization will need to be approved prior to purchasing any food on behalf of the student organization. See Section Reimbursement of the Club Guide.

Section B: Guest Speakers

If the guest speaker or performer is not being paid for their service, the [Speaker Form](#) must be submitted with this proposal.

If the guest speaker or performer is being paid, several documents must be submitted before and after the event in order to process payment. See **Guest Speaker** section of the Club Guide for instructions and additional information.

Section C: Funding

Student Organizations who are requesting to use club funds will need to submit [ASIVC Funding Request Form](#) for any requested supplies/food for their meeting/event. All funding request forms will need to reflect how requesting the funds supports the student organization's mission/purpose. See **Club Funds** section of the Club Guide for additional information.

Questions?

Contact the Office of Student Life at ivcstudentlife@ivc.edu or visit us in the Student Activities Center, SAC 100.