

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 jvcstudentlife@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: <input type="checkbox"/> Yes <input type="checkbox"/> No
Event Date(s): _____	Update to "Busy": <input type="checkbox"/> Yes <input type="checkbox"/> No
Event Start Time: _____ Event End Time: _____ Set-up Needed By: _____	Email club scanned copy: <input type="checkbox"/> Yes <input type="checkbox"/> No
Event Format: _____ Event Location: _____	<u>Comments:</u>
Event Overview: (please provide the following information: a description of your event, its purpose, and how it supports the mission or charter of your student organization)	
** Note: Location should be reserved by advisor. Advisor will need to submit a request via email to jvcmastercalendar@ivc.edu	
Attachments	
If you answer "Yes" to any of the questions below, you are required to include attachments to your proposal.	
1) Will food be served? No Yes—See Section A: Food	
2) Will there be guest speakers/performers? No Yes—See Section B: Guest Speakers	
3) Will you be requesting club funding? No Yes—See Section C: Club Funding	
4) Will sound system be used outside? No Yes— See event set-up information	
5) Have you created your event flyer? No Yes—Attachment of event flyer	
*Note: All event and funding requests required an flyer to be attached	

FOR OFFICE OF STUDENT LIFE USE ONLY
 EVENT APPROVED
 EVENT NOT APPROVED

Administrator (signature): _____

Date: _____

Event Setup Information

Attach a diagram. Requests will be submitted to Facilities by your advisor 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.