

NORTHEAST COMMUNITY COLLEGE STUDENT ORGANIZATION ACTIVITY PLANNING FORM

Instructions:

1. This form must be completed for every activity proposed by a student organization.
2. Submit completed form to the Student Activities Office for Signature at least one (1) week before the proposed event.
3. If fundraising or solicitation is taking place, form must be submitted 30 days prior to start of the activity.
4. Approval must be obtained before the event date is finalized.
5. A copy of the Facilities Confirmation Form must be attached if College facilities will be used, or if special equipment is needed, for the activity.
6. If Food Service is requested, the completed Food Service Request Form must be attached. Copies will be distributed from the Student Activities Office.

Organization: _____ **Activity:** _____ **Location:** _____

Proposed Date(s): _____ **Alternative Date(s):** _____ **Time:** _____

<p>Purpose of Activity: (check all that apply)</p> <p><input type="checkbox"/> Business</p> <p><input type="checkbox"/> Campus Service</p> <p><input type="checkbox"/> Charitable</p> <p><input type="checkbox"/> Community Service</p> <p><input type="checkbox"/> Social</p> <p><input type="checkbox"/> Fund Raising/Soliciting**</p> <p>** (complete box below)</p>	<p>Estimated Hours</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>This event is for:</p> <p><input type="checkbox"/> Members Only</p> <p><input type="checkbox"/> Campus</p> <p><input type="checkbox"/> Community</p>	<p>Description of Activity: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>**COMPLETE THIS BOX IF FUNDRAISING</p> <p>Types of Donation Sought (check all that apply)</p> <p><input type="checkbox"/> Cash</p> <p><input type="checkbox"/> In-Kind Donation (describe) _____</p> <p>_____</p> <p><input type="checkbox"/> Equipment (describe) _____</p> <p>_____</p> <p>How will the donations you receive benefit Northeast? _____</p> <p>_____</p> <p>List business, organizations, individuals you plan to solicit and \$\$ goal or items being solicited for each. (You may attach a list) (i.e. Burger King- \$100)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>How do you plan to provide recognition for any donations (i.e., thank you letters, etc.)?</p> <p>_____</p> <p>_____</p>		<p>Food/Refreshments:</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes</p> <p>If yes, through:</p> <p><input type="checkbox"/> Food Service</p> <p><input type="checkbox"/> Other: _____</p> <p>_____</p>	

Signatures Required:

President of Organization:

Advisor of Organization:

(Signature indicates that the advisor is responsible for supervision and completion of the activity or has made arrangements with an alternate Advisor.)

Attending Not Attending

Alternate Advisor: _____

(Signature indicates responsibility for supervision and completion of this activity.)

For Student Activities Office Use Only.

Approved

Not Approved - Reason: _____

Student Activities Office

Associate Vice President of Development and External Affairs, Development & External Affairs

Donations received over \$250 must be documented with the foundation. A list of donations received needs to be submitted to the Student Activities office after event.