ACTIVITIES REQUEST FORM

This form should be submitted 2 weeks prior to your event so that you can obtain approval from the Activities Office to hold your event.

Date Submitted: __________________________

Club Name: ________________________________ Club Advisor: _______________________

Name of Activity: ____________________________

Date of Activity: ____________________________ Time: ____________________________

Location: ________________________________

**Type of Activity (circle one)**

- Community Service Project
- Fundraiser - must submit a Fundraiser Request Form to be approved by Board
- Banquet
- Field Trip - must submit Field Trip Request Form
- Attending a conference/convention
- Hosting a conference/convention
- Banquet
- Event/Show
- Other ________________________________

DESCRIPTION OF ACTIVITY

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

** This form will be matched up to the Post Activity Form and Attendance sheet for club points.

Signature of Advisor: ________________________________

Signature of President: ________________________________

Approved by: ________________________________ Date: ________________

(Mrs. Weiss – Activities Director)

This form will be returned when approved