

# 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

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\*\* 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: \_\_\_\_\_  
(Mrs. Sjol – Activities Director)

Date: \_\_\_\_\_

This form will be returned when approved