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## ASUN Operating Procedure - 4011

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### Operating Procedure Synopsis

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*Title: Student Activity Request Process*

*Approval Date:*

*Revised: n/a*

*Responsible Officer: Vice Chancellor for Student Affairs*

*Responsible Operating Procedure Manager: Vice Chancellor for Student Affairs*

*Responsible Department: Student Affairs*

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#### A. Purpose

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The purpose of the Student Activity Request process to ensure that student activities are in the scope of the mission, vision, and values of ASU-Newport.

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#### B. Definitions

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NA

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#### C. Scope

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This operating procedure pertains to the request of student activities on and of the ASU-Newport campuses.

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#### D. Statement of Authority

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NA

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#### E. Procedures

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All ASUN student organizations are required to complete a Student Activities Request Form, located on the ASUN website. All student Activities Request Forms should be submitted at least two (2) weeks prior to the activity and/or event. The Forms shall be reviewed and/or completed by the appropriate student organization leadership (President, Vice President, secretary, etc.) and/or the student organization faculty advisor. Furthermore, faculty advisor shall review the form and ensure proper placement of pertinent details regarding the requested activity.

Once all of the necessary signatures are complete, then the form should be submitted to the Vice Chancellor for Student Affairs for approval. The Vice Chancellor for Student Affairs will notify the student organization of whether or not the event and/or activity is approved or denied. If approved, the student organization will proceed with the necessary activity. Otherwise, the Vice Chancellor for Student Affairs will contact the student organization faculty advisor for comments and questions regarding the denial of their respective request.

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#### F. Responsible Officer

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Vice Chancellor for Student Affairs

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**G. Related Information**

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Student Activity Request Form - <https://portal.asun.edu/ICS/icsfs/ActivityRequest.pdf?target=602caf60-6002-483e-bc5a-588daf479058>