

# Student Activity Request Form

\_\_\_\_\_  
 Today's Date

\_\_\_\_\_  
 Organization Name

\_\_\_\_\_  
 Contact Person (Organization Advisor)

\_\_\_\_\_  
 Office phone number | Other phone number

\_\_\_\_\_  
 Email address

\_\_\_\_\_  
 Activity Title

\_\_\_\_\_  
 Activity Date

\_\_\_\_\_  
 Activity Start & End Time

\_\_\_\_\_  
 Number of Participants

**Location of Activity**

On-Campus (Specify Building/Room)

Off-Campus (Specify Activity Site)

**(Note: For activities involving off campus travel, this request form must be accompanied by signed liability waivers for all student participants prior to documented approval will be granted by the Dean for Student Development.)**

**Type of Activity Request**

Competition

Conference

Fundraiser

Meal/Banquet

Performance

Academic Enrichment

Reception

Meeting

Trip

Community Service

Class Trip

Other \_\_\_\_\_

Please describe the nature and purpose of activity requested **in detail**.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Open to: (Choose One)**

Group Members Only

ASUN Community Only

General Public

**Charging Admission: (Choose One)**

Yes - Ticket Price \$\_\_\_\_\_

No

Please list faculty/staff members that will serve as chaperones for this activity:

\_\_\_\_\_  
 Chaperone Name

\_\_\_\_\_  
 Contact Phone Number/Email Address

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Chaperone Name

\_\_\_\_\_  
 Contact Phone Number/Email Address

\_\_\_\_\_  
 Signature

**For Administrative Use Only (To be Completed by the Dean for Student Development):**

\_\_\_\_\_

\_\_\_\_\_  
 Date received

\_\_\_\_\_  
 Approved by:

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Denied by:

