

Student Organization Activity Request

- All activity requests should be submitted at least **7 days prior to date** of the event.
- Complete this form, obtain your organization's Advisor's signature and submit to SGA office. SGA will review your request and if approved will forward your request to Kimberly Buckley or Mickey Ross. Please note your request does not guarantee approval. Once your event has been approved an email confirmation will be sent from Kimberly Buckley or Mickey Ross and it will be placed on the campus calendar
- A single fundraiser event is limited to two consecutive days.
- If additional set up is needed, (a COW, podium, sound system, etc.) the Advisor must complete a maintenance request form found on the Intranet.

Before submitting a request you must check the campus calendar to review available dates. Only one fundraising activity is permitted on campus at a time. To ensure that you receive the dates requested, please plan accordingly.

Organization Name: _____ Advisor name: _____

Student Representative: _____ Start date of activity: _____

Phone Number: _____ Time of activity: _____

Event description: _____

How many days is your event? _____ Is this a fundraising event? YES NO

Preferred location: _____

Secondary location: _____

If off-campus please specify: _____

If it is a fundraising event, what group is benefiting from the fundraiser? _____

If this is a group outside of Lourdes, who is your contact? _____

Contact phone number for group outside of Lourdes: _____

Contact email address for group outside of Lourdes: _____

Advisor Signature: _____ Date Signed: _____

(By signing off on this activity request, you, as the Lourdes faculty or staff member, are giving permission for the requested activity. If the activity is off campus you agree to chaperone the activity with the student organization).

*The entire student activity request must be completely filled out to be considered.