SCHEDULING PROCEDURES

CLUB ACTIVITIES

All activities, meetings and social events of campus clubs and organizations must be scheduled on the Master Calendar. This includes both on and off campus activities. Activity requests require the approval of the club advisor and the Coordinator of Student Activities. Clubs are required to submit a Fundraiser Activity Request form to the Office of Student Activities a minimum of at least two (2) weeks prior to the scheduled event. For any special activities or events on campus where facilities are being requested a Activity Event Approval Form must be filled out and turned in a minimum of three weeks prior to the scheduled event.

When the request is made it should be considered tentative until written approval is granted from the Office of Student Activities. When this approval is granted, one (1) copy of the request is maintained in the office of Student Activities in the club file, one (1) copy is returned to the Advisor. This assures proper communications with all concerned on campus activities. The Coordinator of Student Activities will also place this activity on the master Calendar.

Clubs are reminded that any event held off-campus which has been discussed in a club meeting or is definitely sponsored by a club must have a Campus Activity Request cleared through the Office of Student Activities and an advisor must be present at all times during the event.

OTHER AREAS ON CAMPUS THAT MAY NEED TO BE CONTACTED WHEN PLANNING AN EVENT OR ACTIVITY:

1. CAMPUS POLICE
2. MEDIA SERVICES
3. FACILITIES