

Student Organization Activity Request Form CHECKLIST

Form and any other necessary documents MUST be turned in AT LEAST two (2) weeks **BEFORE the activity is to be conducted!**

X Required Items

- ALL necessary information is completed on the form.
- All participating Committee Members have signed the form.
- All participating Advisors have signed the form.
- Signed Student Organization minutes authorizing this Activity is attached.
- Activity Request Form has been signed and Approved by a COPSA Officer.

BEFORE posting, any flyer promoting the activity has been approved by:

- 1) the Office of Communications & Promotions --- Call 735-5638 or email gcc.pio@guamcc.edu; **AND**
- 2) the Center for Student Involvement --- Call 735-5518/9 or email csi@guamcc.edu; **OR**
- 3) the Student Support Services Office --- Call 735-5555 or proceed to Building 'B'.

- Any contract that is required to conduct this activity can ONLY be signed by the GCC President and is attached.
- Press Release (if applicable) promoting activity has been approved by the Office of Communications & Promotions.

Liability Waiver Forms have been submitted for ALL STUDENTS participating in ANY off-campus approved activity.

X Using campus space?

- Environmental Health & Safety Administrator has approved the activity request and signed form.
Student Services & Administration Bldg., Room 2219 or 2215
- The Student Support Services Office has approved space request and signed form. *Building 'B'*

X Having a large scale activity or formal event?

- Submit an Invitation/Program/Agenda for the event **AND** a Written Script for the MC to use throughout the event for approval by CSI and the Dean of the School of Technology & Student Services.

*(Invitation/Program/Agenda AND Written Script **MUST** be APPROVED **AT LEAST FOUR (4) weeks BEFORE** the event)*

Invite pertinent VIP guests ONLY **AFTER** approval of your event.
*(Distribute invitations **AT LEAST 2 weeks BEFORE** the event)*

X Using campus space outside of college operational hours OR for an activity that will involve a large number of people? Security required!

- Environmental Health & Safety Administrator has approved activity request and signed form.
Student Services & Administration Bldg., Room 2219 or 2215 ; Call 735-5554 or 788-5303
- The Student Support Services Office has approved space request, arranged for additional security, and signed form.
Building 'B' ; Call 735-5555
Any additional Security costs required will be paid by the student organization

X Traveling?

- Information for off-island travel must be submitted **at least four to six (4-6) months** prior to travel for PRE-APPROVAL. Activity Request Form must detail purpose of trip and relevance for student organization members/advisors to travel.

All applicable items MUST be completed BEFORE turning in the Activity Request Form to the Center for Student Involvement.

Call the Center for Student Involvement at 735-5518/9, should you need more information.

For promotional & liability purposes, a student organization MAY NOT PROCEED with their activity UNTIL AFTER THEIR ACTIVITY HAS BEEN FORMALLY APPROVED by the Center for Student Involvement AND the Dean of the School of Technology & Student Services. Additionally, Liability Waiver forms MUST be submitted for ALL STUDENTS participating in ANY off-campus approved activity.



Student Organization Activity Request FORM

Student Organization: _____ Date of Request: _____

Proposed Date of Activity: _____ Time: from: _____ to: _____

Type of Activity: Educational Fundraiser Recreational Travel (*submitted 4-6 months prior*)

Name of Activity and brief description: _____

Purpose of Activity: _____

Location of Activity: _____

On-Campus location to be reserved? YES (*Continue to Step 1*) NO (*Continue to Step 3*):

STEP 1: Obtain SAFETY approval	STEP 2: Obtain LOCATION approval
Details: <i>(example: Bake sale fundraiser – selling food and drinks; will be setting up a canopy and using butane gas stoves and electric skillets.)</i> Contact: Environmental Health & Safety Administrator Tel: 788-2223 Location: Bldg. 2000, 2nd Flr., Room 2219	Location to be reserved: Time to reserve location: From: _____ To: _____ Contact: Student Support Services Office Tel: 735-5555 Location: Bldg. B
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
SIGNATURE & Date Environmental Health & Safety Administrator	SIGNATURE & Date Student Support Services Administrator

STEP 3: Activity Committee Members (<i>Print Name</i>)	Signature
1. _____	_____
2. _____	_____
3. _____	_____

STEP 4: Advisors* (<i>Print Name</i>)	Signature
1. _____	_____
2. _____	_____
3. _____	_____

**At least one (1) Advisor is REQUIRED to attend, chaperone and be present for the entire duration of the activity. Advisors are responsible for ensuring that all students follow GCC Policies at the student organization activity. Security, when assigned to the activity, will render assistance in maintaining discipline and orderly conduct during the event.*

**** Signed Student Organization minutes authorizing this Activity MUST be attached to this Form! ****

Council On Postsecondary Student Affairs (COPSA) Approved Disapproved

COPSA OFFICER (*Print Name and Sign*) _____ Date: _____

REMARKS: _____

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GERALD A.B. CRUZ, Program Specialist
Center for Student Involvement

MICHAEL L. CHAN, Ed.D., Dean
School of Technology and Student Services