

Student Life
Grayson College

Student Clubs and Organization Activity/Event Approval Form

Name of Organization: _____ Contact _____
Person: _____
Email: _____ Phone: _____

ACTIVITY INFORMATION

Name of the Activity/Event: _____ Date: _____
Start Time: _____ End time: _____ Location: _____

*Provide a Brief Description of the Activity/Event:

Activity/Event Agreement: As the contact person and club/organization representative listed above, I agree to ensure that the following guidelines and regulations are followed by all parties involved with this activity/event. Signature: _____ Date: _____

1. All policies and procedures outlined in the GC Student Handbook and the Student Club/Organization Policies and Procedures Manual.
2. All local, state and federal laws.
3. Any campus activity/event held inside or outside of the Life Center must receive approval from the Director of Student Life. Other college rooms, areas or spaces are reserved through the Maintenance Department (903 463-8640).
4. The Activity/Event form must be completed and submitted to the Director of Student Life for approval a minimum of 10 business days prior to the activity/event. It's the responsibility of the contact person or the advisor to confirm the approval with the Director of Student Life.
5. The club/organization advisor must be present at the activity/event.
6. The activity/event may require a campus police officer to be present. The Director of Student Life will make the determination. The club/organization will be responsible for paying the officer.
7. Do you plan to contact any businesses in our area for a donation? Y__ N__
If yes, please complete the attached form and submit it to the Student Life office.

DO NOT LEAVE THE FORM WITH THE DONOR OR BUSINESS.

Advisor Approval: As the club/organization advisor I approve the activity/event. I also agree to insure that all GC policies and procedures are followed by the club/organization members and participants. Advisor's signature: _____ Date: _____

Administrative Approval: Yes () No () Date Received: _____ Director, Student Life _____

