Student Club Activity Registration Form

Complete all parts of this form – must be turned in at least TWO weeks prior to event date.

Sponsoring Club: _____________________________________________________________

Activity/Event Name: __________________________________________________________

Description of Activity: ________________________________________________________

Will your activity/event include or involve minors in any aspect? □ Yes □ No

Desired Date: ___________ Alternate Date: ___________ Time: ___________

Desired Location: ________Commons-Walkway ________Commons-Rotunda Banners

_____________Commons-Rotunda Brick Wall __________Commons-Large Lounge

________Student Union __________Other: ______________________

Please indicate your set-up needs (number of tables, chairs, soda barrels, popcorn machine, other equipment or set-up needs):

__________________________________________________________________________

Part II: Fundraiser Information (if applicable)

If the funds are being raised to benefit an organization or purpose outside of raising money for your club, indicate details in the space below (beneficiaries, how it connects to your club purpose, etc.):

__________________________________________________________________________

Are you selling food as part of this fundraiser? □ Yes* □ No

*If yes: As a member of the student group providing the food sale, I acknowledge receipt of the food regulations form and I understand we must abide by said regulations. I understand that failure to comply with the regulations will result in the inability to sell items and the termination of my group’s food sale. I understand that my group is responsible for appropriately setting up any necessary supplies and returning them to the Student Life Office.

Are you soliciting sales on campus, off campus, or both?

Solicitation activities on campus are limited to non-classroom areas (Commons, Student Union, etc.) and office reception areas ONLY.

If you are soliciting off campus, list details below (any community groups or locations, family/friends, etc.):

__________________________________________________________________________

__________________________________________________________________________

Are you planning to ask any local businesses/corporations for donations?

If yes, please attach a listing of specific details (what businesses/corporations you want to ask, what you are asking for, etc.)

♥ Permission must first be granted by Foundation *before* requests are made.

**Complete reverse side**
Part III: Cash Box (if applicable)
If you are requesting a cash box and/or start up cash, complete the following:

<table>
<thead>
<tr>
<th>Breakdown Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ones: $______</td>
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<tr>
<td>Fives: $____</td>
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<tr>
<td>Tens: $____</td>
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<td>Qtrs: $____</td>
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Requesting Cash Box Only: ________

Requesting Cash Box & Start Up Cash (fill out box to the right): $__________
(any amount exceeding $55 requires pre-approval from Student Life)

Part IV: Marketing

All events will be sent to the LincIn by Student Life and advertised in weekly student e-mails.

Sandwich Board Date needed: ____________ (Cannot be used in A. Lincoln Commons)
**Please note that it is the responsibility of the club/organization using the sandwich board to return it to the Student Life Office after the event.

Menu Stand Date needed: ____________ (Flyer must be turned in 48 hours in advance)
**Menu stands are to be used exclusively in the A. Lincoln Commons and their placement and removal will be done by Student Life Office staff.

Do you want to request a press release from the Public Relations to be released for this event?
☐ Yes    ☐ No

Do you need materials produced for this event (flyers, buttons, stickers, tickets, certificates, etc.)?
☐ Yes [Complete the Design and Printing Services Request Form and attach it to this form.]
☐ No

Name and Position of Person Completing this Form: ________________________________

LLCC E-mail Address: ________________________________

___________________________________________________________________________

Club Advisor Approval Signature       Student Life Approval Signature

*If your club is planning an event involving minors in any way, your group will need to have a background check done. Please contact the Student Life Office for further information.

<table>
<thead>
<tr>
<th>Student Life Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilities notified:</td>
</tr>
<tr>
<td>Facilities confirmed:</td>
</tr>
<tr>
<td>Current Events Updated:</td>
</tr>
<tr>
<td>Food regulation form given (if necessary):</td>
</tr>
<tr>
<td>Foundation approved (if necessary):</td>
</tr>
<tr>
<td>Club notified with event approval details:</td>
</tr>
</tbody>
</table>

Updated: April 2015