

STUDENT ACTIVITY REQUEST FORM

This form must be completed and turned in to the Student Activities Office for approval **at least 15 business days** prior to any activity sponsored by a student organization. If a college facility is to be used, a Facility Use Request must be completed by the specified deadlines.

EXPECTED STUDENT BEHAVIOR: Students representing Chipola College at on/off-campus activities such as sporting events, contests, conferences, etc., shall conduct themselves in such a manner so as not to bring discredit to the college. Reports of unacceptable conduct at such affairs shall be investigated and may result in disciplinary action. All rules and regulations outlined in the Student Rights and Responsibilities must be followed in addition to these established guidelines:

1. Obey advisor(s) at all times.
2. Do not leave the hotel and/or conference site without advisor's permission.
3. Attend all required meetings unless the sponsor allows otherwise.
4. Remember that possession, sale, or consumption of alcoholic beverages on campus, or at off-campus college-sponsored activities is prohibited. Students found to be in violation of this college policy (BOT Policies 3.370 and 4.280) will be subject to penalties under the provisions of the Disciplinary Procedures as outlined in the Student Rights & Responsibilities, Code of Conduct.
5. Follow all house rules of the hotel and/or conference site.
6. Represent him/herself and Chipola in a favorable manner.

NAME OF SPONSORING ORGANIZATION: _____

ACTIVITY: _____

DATE, LOCATION & TIME: _____

PURPOSE OF ACTIVITY: _____

EQUIPMENT TO BE USED: _____

ARRANGEMENTS FOR CLEAN UP AFTER ACTIVITY: _____

IF TICKETS, SERVICES OR MERCHANDISE ARE SOLD - STATE THE ITEM, PRICE AND WHAT MONEY WILL BE USED FOR:

WILL STUDENT ACTIVITY FUNDS BE USED? IF YES, EXPLAIN WHY AND GIVE AN ESTIMATE OF THE FUNDS NEEDED:

SIGNATURES OF THREE CHAPERONS:

SIGNATURE(S) OF ORGANIZATION ADVISOR:

☐ **APPROVED**

☐ **DISAPPROVED**

STUDENT ACTIVITIES COORDINATOR

DATE

ASSOCIATE VICE-PRESIDENT STUDENT AFFAIRS

DATE