



Office of Student Activities

Student Organization Program Request

Student organizations who wish to sponsor a program or activity that will be open to the college or local community beyond their membership should complete this form at least **21 days** prior to the requested activity. Please note that some activities may require permission from the college president. Please allow adequate time for approval. For a full description regarding student organization policies and regulations, including those related to programming, refer to the Student Organization Handbook, which can be found at www.athenstech.edu/StudentActivities - **By signing this request the organization officers and adviser agree to adhere by all of the policies, rules, and regulations set forth in the student organization handbook.**

Student Organization: _____

Student Making Request: _____

Position: _____

Phone: _____ *Email:* _____

Advisor Name: _____

Phone: _____ *Email:* _____

Please provide the following details regarding the activity/program/event that your organization would like to sponsor.

Name of Event: _____

Proposed Date: _____

Proposed Time(s): _____

Proposed Location: _____

Type of Event: Social / Educational / Service / Other

List any set-up needs (ie. Tables, chairs, projection, etc.): _____

Purpose of Activity: _____

What is the desired outcome for participants? _____

Are there costs associated with sponsoring this event? Yes No

If so, please indicate how the organization will cover those costs: _____

Are there costs to those participating in this event? Yes No

If so, please explain those exact costs: _____

By signing this document, you are agreeing to follow the policies associated with this event as outlined in the Student Organization Handbook. Please note that a copy of all contracts from external vendors should be attached with this form. These contracts will be reviewed by officials at the college to ensure compliance with school policies. Student officers do not have the legal authority to sign contracts, etc. on behalf of Athens Technical College.

Student Organization: _____

Student Representative Signature: _____

Date: _____

Advisor Signature: _____

Date: _____

To be completed by the Office of Student Activities.

Signature of the Director of Student Activities: _____

Date: _____

Signature of the Vice President for Student Affairs: _____

Date: _____

Signature of College President: _____

Date: _____