

Event Approval Form

Organization: _____

Date: _____

Requested By: _____

Proposed Event: _____

Is this event a fund raiser? _____

Description of items to be sold: _____

What will the money raised be used for? _____

Submitted By: _____ **Date:** _____

Approved By: _____ **Date:** _____

Vice President of Student Services

Would you like for this event to be put on the Calendar? _____

Remember, this form must be completed and turned in well in advance of the 25th day of the month prior to the month it takes place.