

Procedures for Conducting Campus Activities

Speakers and special programs sponsored by student organizations must have the formal approval of a club sponsor and the Dean of Students or his/her designee in accordance with the standards set forth by the College. Forms are available in the Student Services Office.

The following procedures are required to receive approval of activities other than regularly scheduled on-campus meetings:

- A **Student Activity Request Form** must be submitted to the Student Services Office.
- The **Student Activity Request** must be submitted a minimum of **10 business days** prior to the proposed event.
- A request for off-campus speakers or performers must be made a minimum of **10 business days** prior to the issuance of an invitation by the student organization.
- The activity is **considered approved** once the student Organization Sponsor receives a return copy of the **Student Activity Request** with all required signatures. If the Organization Advisor does not receive the submitted **Student Activity Request** within 10 days of submission, the student organization is not authorized to move forward.
- If an activity is not approved, the Student Services Office will notify the club sponsor and will present a copy of the **Student Activity Request** with an attached explanation of the disapproval.
- If the activity requires students to miss class in order to participate, the Organization Sponsor must obtain permission for the excused absence by completing a **Request for Excused Absence—College Function** form and submitting it to the Student Services Office. This form should be submitted at least three working weeks in advance.
- Students must ride in college approved transportation for off-campus activities when college transportation is provided and sign an official General Release, Indemnity, and Waiver of Liability form and submit it to the Student Services Office.