

Activity Approval Form

(Please type or print legibly)

Organization Name: _____
Contact Officer: _____ Telephone: _____
Contact Officer E-mail: _____

Date(s): _____ Time: _____
Campus Location: _____ Room #: _____ Need a Room
Name and Description of Activity:

What feedback do you want to receive from students who attend the event?

Please indicate if your room needs a special set up or items for the activity such as a microphone, tables, chairs, trash can as well as if you will be having food:

- I understand that all North Central Texas College student organization activities must be approved 14 days in advance. I also understand that this activity may not be granted approval if this condition is not met or because other campus activities are scheduled that day.
- I understand that North Central Texas College activities are for NCTC students unless otherwise approved in advance. If such approval is requested, documentation describing non-College personnel who may attend (such as families, local church group, civic club, etc) is to be attached and submitted with this request.
- The Student Organization Advisor is aware of this activity, and I understand that until a signed copy of this form has been returned to me, no advertising for this activity can take place. (attach/email a copy of the flyer to be used for this event and Travel Request Form if available)

Signature (Officer or Advisor)

Date

*If a room needs to be requested, indicate if the room needs special capabilities (microphone, etc), special set-up or items needed for an event. When form is completed email it to studentlife@nctc.edu.

Approved by:

Director of Student Engagement

Date