**Attachment 7**Fayetteville Technical Community College  
Clubs and Organizations  
Request For Approval Of Student Activity

This form is to be used for approval of a Student Activity. Student Clubs and Organizations wishing to sponsor any type of activity, including fund-raising projects, are expected to complete this form. All requests must be submitted to the Student Activities Office for approval at least **two weeks** prior (**three weeks** for prepared food sales) to the date that the event will take place.

**Date submitted:**

| Sponsoring Club or Organization | | |  | | | | |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of Activity |  | | | | | | |  |
| Type of Activity |  | | | | | | |  |
|  | | | | | | | | |
| Date and Time |  | | | | | | |  |
| Location (1st Choice) | |  | | | | | |  |
| Location (2ND Choice) | |  | | | | | |  |
|  | | | | | | | | |
| Persons to be responsible for the Activity | | | | |  | Phone |  | |
| Faculty Member to Serve as Advisor | | | |  | | Phone |  | |
| Staff Secretary |  | | | | | Phone |  | |
| Prepared Food Sales  Pork, beef, chicken, fish, eggs, heat-treated vegetables, sliced fruit, fresh smoothies | | | | | | | | |
| Raw Food to be Prepared | | | |  | | | | |
| Point of Purchase for Raw Food | | | |  | | | | |
| Point of Preparation | | | |  | | | | |
| Packaged Food Sales  Use prepared food types as guide – also include baked goods | | | | | | | | |
| | Food Type |  | | --- | --- | | Point of Purchase |  | |  |  | | | | | | | | | |

**NOTE:** If activity is approved, it is the club advisor’s responsibility to immediately contact:

1. Plant Operations for room reservation, tables/chairs set up, drop cords, etc. (For Fall Festival and Spring Fling only, make all requests through the Student Activities secretary.)

(2) Media Services if any media equipment is needed (such as laptop, projector, media cart, sound, mikes, etc.).

| Approvals: | | | | |
| --- | --- | --- | --- | --- |
|  | |  |  | |
| Club President Signature | | | Club Advisor Signature | |
|  |  | | |  |
| Student Activities Director Signature | | | | |