



## Office of Student Life and Services

### Requesting an SLS Activity/Event (Off-Campus or On-Campus)

Clubs and organizations have the opportunity to host/sponsor special events and activities. Below is a list of steps that clubs and organizations must follow to have an “approved” activity or event.

- ✓ A Student Life and Services Activity and Event Request form must be completed and submitted to the Office of Student Life and Services. Activity and Event Request form must be signed by the person submitting request, president of the club/organization, and club/organization advisor prior to submitting to the Office of Student Life and Services.

A screenshot of a PDF document titled "SLS Activity and Event Request Form-revised-02.12.pdf" opened in Adobe Reader. The document features the University of the District of Columbia logo at the top. Below the logo, the title "Student Life and Services Activity / Event Request Form" is centered. A note states: "\*A minimum of two weeks notice is required for each event that is requested. A separate form must be submitted for each event." Two steps are listed: Step 1: Complete and submit this form to the Office of Student Life and Services (attach and submit budget and flyer for event with form). Step 2: Receive a written decision regarding this activity/event request from the Associate Vice President of Student Affairs – Student Life and Services and/or designee PRIOR to planning and/or publicizing event. The form contains several fields: Title of Event, Event Date, Type of Event (with checkboxes for Social, Educational, Fundraiser, and Other), Description of Event, Name of Club/Organization, Name of Advisor, Advisor's Cell Phone, and Advisor's E-Mail. At the bottom, there are checkboxes for Auditorium (Building 46) and Gym. The Adobe Reader interface shows the document is on page 1 of 3, zoomed at 114%, and the Windows taskbar at the bottom displays various open applications and the time 11:35 AM.

- ✓ Documentation regarding Activity/Event must accompany the Student Life and Services Activity/Event Request Form [flyer, campus services space reservation request form, funding request information (if necessary)]. Forms and additional information should be submitted to the Office of Student Life and Services two weeks or more prior to activity/event.

\*\*Flyers for activities/events should not be reproduced or posted until approval has been provided by the Office of Student Life and Services. Deposits should not be provided nor should an event or activity be publicized or promoted without the written approval of the Associate Vice President for Student Affairs.

\*\*Students cannot negotiate on behalf of the University. Agreements or contracts for student clubs or organizations for off-campus and on-campus events must be submitted to the Associate Vice President for Student Affairs for review and consideration.

Student Life and Services Activity/Event Form is available in the Office of Student Life and Services and online via Student Life and Services' Website, [www.udc.edu/student\\_life](http://www.udc.edu/student_life) under the tab "Forms".