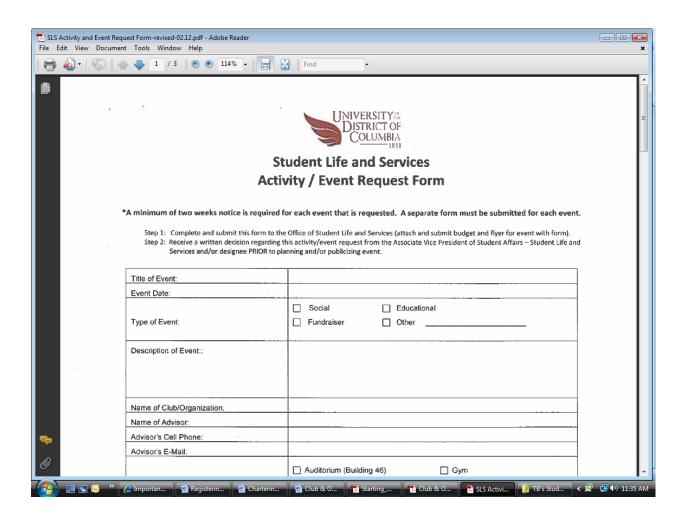


Office of Student Life and Services

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.



- ✓ 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 under the tab "Forms".