



ASSC/ICC ACTIVITY FORM 24-25

Club or SCC Student Organization Name: _____

This Form is for use by SCC student clubs and organizations only. Club Advisors **MUST** complete the Campus Reservation form and make the room/location reservation through the campus reservation system and attach the completed form to this Request. The campus reservation form requires a set up diagram, a list of items needed from facilities (tables, chairs, podiums, pop up canopies, etc.) The advisor **MUST** also contact the Help Desk if IT services are needed. A copy of the current Campus reservation form is attached. Failure to make the reservation prior to submission may result in denial of the requested activity.

Please PRINT the following information:

Club/Organization: _____ Type of Activity: _____

Student Chairperson: _____ (SCC ID#) _____ Phone: _____

Email address: _____

Other Students Actively involved in this activity-Names and Phone Numbers:

Advisor who will be present at the activity _____ (Phone Ext #) _____

Advisor's Signature _____

Advisor's Email _____

PLEASE NOTE: ADVISOR'S PRESENCE AT ACTIVITY IS REQUIRED

Type of Activity (One Activity Per sheet) Please give specific details about events. Attach additional sheets if needed

Date(s): _____ Time(s): _____ Location: _____

Set Up Time: _____ Clean Up Time: _____

List Materials/Supplies that you will need:

be sure to complete a diagram on the attached ROOM RESERVATION FORM

This form **must** be received by the Office of Student Life in Room 1425 **at least 8 days before** the scheduled event.

Food Sales: Environmental Health Department Approval **MUST** be attached to this request.

Once the required activity has been approved, failure of the Club or organization to coordinate or manage the activity will result in cancellation of the event.

Club President: _____ Date: _____

Club Advisor: _____ Date: _____

CHECKLIST OF REQUIRED ITEMS:

- _____ Confirmation from campusreservations@solano.edu
- _____ Flyer for the Event

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FOR STUDENT DEVELOPMENT OFFICE USE ONLY

- Date Received by Student Development _____ (Staff Complete, Date and Initial All)
- Scheduled on the Calendar _____
- Posted on the Website _____
- Posted on Canvas _____
- Marked on Master Activity Log _____
- Facilities Form Completed and Attached _____
- Cash Box Requested _____

- Club's Food Sale # _____
- (4 food sales events allowed per year)
- Health Dept. Contacted by Club Rep. and approved? _____
- Approval attached? _____

DATE ACTIVITY APPROVED _____
ACTIVITY DENIED/REASON _____

By _____
SIGNATURE OF DIRECTOR OF STUDENT DEVELOPMENT