

Alabama School of Math and Science

Event / Activity Request Form

This form must be completed two weeks before any SGA or Student Affairs sponsored activity can be authorized or funded.

Submit this completed form with any Purchase Requisitions and/or Room Reservation forms, and Run Request Form to an SGA Advisor or the Director of Student Affairs.

Purchase Requisitions and Room Reservations will not be approved without this completed form.

Organizations not under the jurisdiction of the SGA do not require SGA Advisor signatures.

The SGA and Student Affairs will only authorize a total of two school sponsored events each weeknight and two school sponsored events during each weekend morning, afternoon, and evening time frame.

Be sure to check your proposed date with the event calendar date for availability.

Club / Organization: _____

Event Type: _____ Meeting, _____ Social, _____ Educational, _____ Fundraiser, _____ Recreational

Activity Title: _____ All School Event: Yes _____ No _____

Date and Time: _____ Location: _____

Event / Activity Description:

Expected Number of Participants: _____ Total Cost _____

Will the event require a school vehicle run: Yes _____ No _____

Will the club or organization Advisor / Sponsor be present: Yes _____ No _____

Signatures:

Club / Organization Sponsor or Advisor: _____

SGA Advisor: _____

Director of Student Affairs: _____

Residential Life EC: _____

Calendar: Yes _____ No _____