

**Pensacola State College
Clubs & Organizations Request Form
(Submit at least 2 weeks prior to activity/event – preferably 4 weeks)**

This form is to be used to request approval for Club Meetings, Fundraisers, Guest Speakers, and/or Volunteer Opportunity from Pensacola State College Student Clubs and Organizations.

For Travel activities, please complete Travel Packet and submit to Student Leadership & Activities.

If you have any questions or concerns, please contact Student Leadership & Activities at 850-484-1503.

Student Club or Organization Name _____

Advisor Name _____ Phone # _____

Will the advisor be present? Yes _____ No _____

Student Contact _____ Phone # _____

Type of Activity
Club Meeting _____ Fundraiser _____ Guest Speaker _____
Volunteer _____

Activity _____ Title _____

Date of Activity _____ Number of Attendees _____

Campus/Room/Location _____

Setup Time _____ a.m./p.m. Activity Start Time _____ a.m./p.m.

Breakdown Time _____ a.m./p.m. Activity End Time _____ a.m./p.m.

Is this activity open to all PSC students? Yes _____ No _____

Is this activity open to the community? Yes _____ No _____

Is this activity a campus only Activity? Yes _____ No _____

Is this activity a college-wide Activity? Yes _____ No _____

Is this activity to be posted on NobleHour? Yes _____ No _____

Additional Information for Fundraiser Requests:

Price(s) of any product being sold or price of admission _____

Arrangements for set-up/clean-up of club activity _____

How will the proceeds to be used? _____

Reminder: Pensacola State College has an exclusive contract with Coca-Cola Company. As such, if your club sells sodas, they must be Coke products.

Additional Information for Guest Speaker Requests:

Guest Speaker (Name, Title, Company), if applicable _____

Guest Speaker Description and Objectives: _____

Special Needs (e.g. music, microphone, speakers, tables, chairs, computer, projector, etc.) _____

Additional Information for Volunteer Opportunity Requests:

Information regarding volunteer opportunities will be added to NobleHour in order for your students to track their volunteer hours.

Volunteer Opportunity _____

Address of Volunteer Location _____

Meet Time _____ a.m. /p.m.

Start Time _____ a.m. /p.m.

End Time _____ a.m. /p.m.

Description/Purpose of Opportunity _____

Will transportation be provided? Yes _____ No _____

Has a college vehicle been requested? Yes _____ No _____

Will volunteers meet at the College? Yes _____ No _____

If yes, which campus and building? _____

If no, where will they meet? _____

Number of Volunteers Needed _____

Additional Comments:

After the Activity is approved, I understand that I am responsible for contacting the following as needed:

Audio/Visual Services – 850-484-1444

Campus Security – 850-484-2500

Maintenance/Housekeeping – 850-484-1901

I understand that I am responsible to ensure that my group adheres to all Pensacola State College policies, rules, and regulations. This includes my assurance that the college regulations prohibiting the use or possession of alcoholic beverages and illegal use of other drugs or narcotics will be strictly enforced. I also assume the responsibility for any damages incurred to Pensacola State College facilities. Pensacola State College assumes no responsibility for injuries or damages incurred to persons or property.

Student

Date

Advisor

Date

Approvals

Coordinator, Student Leadership & Activities

Date

Director, Student Affairs Operations

Date