

# Student Organization Activity Request Form CHECK-LIST

*\*Form and any other necessary documents **MUST** be turned in **AT LEAST** two (2) weeks **BEFORE** the activity is to be conducted!\**

## **X** Required Items

- ALL necessary information is completed on the form.
- All participating Committee Members have signed the form.
- All participating Advisors have signed the form.
- Signed Student Organization minutes authorizing this Activity are attached.
- Activity Request Form has been signed Approved by a COPSA Officer.
- BEFORE** posting, any flyer promoting the activity has been approved by:
  - 1) the Communications & Promotions Assistant Director --- Call 735-5638 or email—jayne.flores@guamcc.edu; **AND**
  - 2) the CSI office; **OR**
  - 3) the Student Support Services Office --- Call 735-5555 or proceed to Building 'B'.
- Any contract that is required to conduct this activity can ONLY be signed by the GCC President and is attached.
- Press Release *(if applicable)* promoting activity has been approved by the Communications & Promotions Assistant Director.
- Liability Waiver Forms have been submitted for ALL STUDENTS participating in ANY off-campus approved activity.**

## **X** Using campus space?

- Environmental Health & Safety Administrator has approved activity request and signed form. *(Call 788-2223)*
- The Student Support Services Office has approved space request and signed form. *(Call 735-5555)*

## **X** Having a large scale activity or formal event?

- Submit an Invitation/Program/Agenda for the event AND a Written Script for the MC to use throughout the event for approval by the CSI office and the Dean of the School of Technology & Student Services.  
*(These **MUST** be APPROVED **AT LEAST 4** weeks **BEFORE** the event)*
- Invite pertinent VIP guests ONLY AFTER approval of your event. *(Distribute invitations **AT LEAST 2** weeks **BEFORE** the event)*

## **X** Using campus space outside of college operational hours OR for an activity that will involve a large number of people? Security required!

- Environmental Health & Safety Administrator has approved activity request and signed form. *(Call 788-2223)*
- The Student Support Services Office has approved space request, arranged for additional security, and signed form. *(Call 735-5555)*  
**Any additional Security costs required will be paid by the student organization**

## **X** Traveling?

- Information for off-island travel must be submitted at least four to six (4-6) months prior to travel for PRE-APPROVAL.
- Activity Request Form must detail purpose of trip and relevance for student organization members/advisors to travel.

**All applicable items MUST be completed BEFORE turning in the Activity Request Form to the Center for Student Involvement.  
Call the Center for Student Involvement at 735-5518/9, should you need more information.**

**For promotional & liability purposes, a student organization MAY NOT PROCEED with their activity UNTIL AFTER THEIR ACTIVITY HAS BEEN FORMALLY APPROVED by the Center for Student Involvement AND the Dean of Student Services.  
Additionally, Liability Waiver forms MUST be submitted for ALL STUDENTS participating in ANY off-campus approved activity.**



# Student Organization Activity Request FORM

**Student Organization:** \_\_\_\_\_ **Date of Request:** \_\_\_\_\_

**Proposed Date of Activity:** \_\_\_\_\_ **Time:** from: \_\_\_\_\_ to: \_\_\_\_\_

**Type of Activity:**     Educational     Fundraiser     Recreational     Travel

**Name of Activity and brief description:** \_\_\_\_\_

**Purpose of Activity:** \_\_\_\_\_

**Location of Activity:** \_\_\_\_\_

**On-Campus location to be reserved?**     YES     NO    *If YES, please complete the following steps for your Activity:*

STEP 1: Obtain SAFETY approval	STEP 2: Obtain LOCATION approval
Using electrical wiring, heating apparatus, hazardous materials or barbequing? <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Location to be reserved:</b> _____
<b>Details:</b> _____	<b>Time to reserve location:</b> From: _____ To: _____
<i>Contact: Environmental Health &amp; Safety Administrator Tel: 788-2223    Location: Bldg. 2000, 2<sup>nd</sup> Flr., Room 2219</i>	<i>Contact: Student Support Services Office Tel: 735-5555    Location: Bldg. B</i>
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
<b>SIGNATURE &amp; Date</b> <b>GREGORIO MANGLONA</b> Environmental Health & Safety Administrator	<b>SIGNATURE &amp; Date</b> <b>HUAN HOSEI</b> Program Specialist, Student Support Services Office

Activity Committee Members <i>(Print Name)</i>	Signature
1. _____	_____
2. _____	_____
3. _____	_____

Advisors* <i>(Print Name)</i>	Signature
1. _____	_____
2. _____	_____
3. _____	_____

*\*At least one (1) Advisor is REQUIRED to attend, chaperone and be present for the entire duration of the activity.  
Advisors are responsible for ensuring that all students follow GCC Policies at the student organization activity.  
Security, when assigned to the activity, will render assistance in maintaining discipline and orderly conduct during the event.*

\*\* Signed Student Organization minutes authorizing this Activity MUST be attached to this Form! \*\*

**Council On Postsecondary Student Affairs (COPSA)**     Approved     Disapproved

**COPSA OFFICER** *(Print Name and Sign)* \_\_\_\_\_ **Date:** \_\_\_\_\_

REMARKS: \_\_\_\_\_

For promotional & liability purposes, a student organization MAY NOT PROCEED with their activity UNTIL AFTER THEIR ACTIVITY HAS BEEN FORMALLY APPROVED by the Center for Student Involvement AND the Dean of Student Services. Additionally, Liability Waiver forms MUST be submitted for ALL STUDENTS participating in ANY off-campus approved activity.

**BOBBIE LEON GUERRERO, Program Specialist**  
Center for Student Involvement

**MICHAEL L. CHAN, Ed.D., Dean**  
School of Technology and Student Services