

# 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 Approved and SIGNED by a COPSA Officer.
- ☐ **BEFORE** posting, any flyer promoting the activity has been approved by:
  - 1) the Communications & Promotions Assistant Director --- Call 671-735-5516 ext. 5638 or [email—gcc.pio@guamcc.edu](mailto:gcc.pio@guamcc.edu); **AND**
  - 2) the Center for Student Involvement; **OR**
  - 3) the Student Support Services Office --- Call 671-735-5555 or proceed to room C-1
- ☐ 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 must be submitted before and after ANY off-campus approved activities for ALL STUDENTS**

## **X** Using campus space?

- ☐ Environmental Health & Safety Officer has approved activity request and signed form. (Call 671-788-2223)
- ☐ The Student Support Services Office has confirmed space request. Attach a Room Utilization Request email/document from Student Support Services indicating room reservation and approval for use of campus space.

**Please Note: ONLY Advisors may make room reservations.**

## **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 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)

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

### **X** large number of people? Security required!

- ☐ Environmental Health & Safety Officer has approved activity request and signed form. (Call 671-788-2223)
- ☐ The Student Support Services Office has approved space request and arranged for additional security. Attach necessary documents (Call 671-735-5555)

**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.

**The Center for Student Involvement must be notified If an activity is cancelled.**

**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 671-735-8887 ext. 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 before and after ANY approved off-campus activities for ALL STUDENTS.**



## 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: \_\_\_\_\_ Location: \_\_\_\_\_

Brief Description: \_\_\_\_\_

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

Who is invited? (check all that apply): ☐ Student Org. Members ☐ GCC Community ☐ General Public ☐ Guest List

Will you be collaborating with another student organization or some other group to host this event? ☐ Yes ☐ No

If Yes, Name of Organization: \_\_\_\_\_ Contact Person: \_\_\_\_\_

**On-Campus location to be reserved?** ☐ YES (*Complete Steps 1 & 2*) ☐ NO (*Skip Steps 1 & 2*):

STEP 1: Obtain SAFETY approval	STEP 2: Obtain LOCATION approval
<b>Indicate use of:</b> <input type="checkbox"/> Tents/Canopies <input type="checkbox"/> Electrical/Gas Appliances or Equipment <input type="checkbox"/> Open Flames <input type="checkbox"/> Extension Cord(s) <input type="checkbox"/> Other: _____	<b>Location to be reserved:</b> _____ _____
<b>Describe activity setup:</b> _____ _____	<b>Time to reserve location:</b> From: _____ To: _____
<i>Environmental Health &amp; Safety Office</i> Tel: 671-788-2223 Location: Bldg. 2000, 2nd Flr., Room 2219	<b>Does activity involve use of amplified sound?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>SIGNATURE &amp; DATE:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Student Support Services Office Tel: 671-735-5555 Location: C-1</i>
<b>Environmental Health &amp; Safety Officer</b>	<b>Room Utilization Request Confirmed:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No Date Confirmed: _____ <input type="checkbox"/> Documentation Attached

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.*

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

### Council On Postsecondary Student Affairs (COPSA)

**COPSA OFFICER NAME** \_\_\_\_\_ **COPSA OFFICER SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**GERALD A.B. CRUZ, Associate Dean** \_\_\_\_\_ **DATE** \_\_\_\_\_ **MICHAEL L. CHAN, Ed.D., Dean** \_\_\_\_\_ **DATE** \_\_\_\_\_  
School of Technology and Student Services School of Technology and Student Services

COMMENTS: \_\_\_\_\_

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 before and after ANY off-campus approved activities for ALL STUDENTS.**  
**The Center for Student Involvement must be notified if an activity is cancelled.**