CLUB ADVISOR'S RESPONSIBILITIES

Off-Campus Visitation at Club Event Addendum

Please follow the instructions below for Off-Campus guests attending as visitors to any club sponsored events:	CHECKLIST				
	Completed	Outstanding	Pending	Canceled	Date Submitted
A copy of Activity/Facility Permit Requests **must** be submitted **with this form** to the Student Activities Office **three (3) weeks prior to the event**. Activity/Facility Permit Request must state event purpose, date(s), times (beginning and ending times), location where event is to be held, name of attending Advisor(s), estimated number of attendees. Incomplete requests will be returned to the club mailbox and may cause delays in the approval process. Approval of the Vice President of Student Services must be obtained two (2) weeks prior to the event.			**X**		
After the Facilities Department has reserved the location for the event, the Activity/Facility Permit Request must be forwarded to Campus Police to sign off on.			**X**		

Event is not approved until the Vice President of Student Services signs off on this form.

ADVISOR'S RESPONSIBILITY REMINDERS:

It is the Advisor's responsibility to submit all Work Orders and/or Emails for event set-up (secure and clean area, deliver tables, chairs set up, stage and stage set up, podium, audio/visual equipment, etc.) at least **two (2) weeks prior to the event.**

Off Campus Visitation requires Campus Police presence and arrangements must be made two (2) weeks in advance (in addition to the requirements of the Activity/Facility Permit Request). The Advisor must email confirmation of Campus Police attendance and copy to the following departments:

Vice President of Student Services
Student Activities Department
Campus Police Department

If there is no response by **one (1) week prior to the event**, the event **will be canceled**.

I have read, understood, and will comply with the policies and procedures described above.

_____ _____ _____

Advisor Signature **Initials** **Date**

Approvals:

_____ _____ _____ _____

Supervisor of Student Activities **Date** **Vice President of Student Services** **Date**

FOLLOW-UP Please attach any relevant documentation	Completed	Date	Advisor's Initials	Signature
Facilities are Confirmed				
Campus Police are Confirmed				
Vice President Approval Confirmed				
Supervisor of Student Activities Approval Confirmed				
The EVENT is canceled because:				

White-Student Activities Pink-Campus Police Yellow-Vice President Goldenrod-Club Advisor