

# REQUEST TO HOST WEEKEND ACTIVITY

MUST BE SUBMITTED TO OSL AT LEAST 5 WORKING DAYS PRIOR TO EVENT

Student Organization: \_\_\_\_\_

Advisor: \_\_\_\_\_

Student Organization (Co-Sponsor): \_\_\_\_\_

Advisor: \_\_\_\_\_

Name of Person in Charge: \_\_\_\_\_ Student ID# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Campus or Local

Address: \_\_\_\_\_

Email \_\_\_\_\_

Day time Phone: \_\_\_\_\_ Evening: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Location of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_ to \_\_\_\_\_ Do you need sound equipment for event:

Yes \_\_\_\_\_ No \_\_\_\_\_

(if yes, you must complete the Sound Reservation form)

Please describe the activities involved with this event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CHOICE OF DATE	Event must be held between 5pm on Friday and 5pm on Sunday to be eligible for monetary support
FIRST CHOICE	Date of Event: _____
SECOND CHOICE	Date of Event: _____
THIRD CHOICE	Date of Event: _____

## IMPORTANT NOTICE PLEASE READ BEFORE SIGNING

I understand all the rules and criteria as stated on the attached form. I understand that my organization will abide by the rules and regulations stated in the Weathervane as related to the hosting events and the student code of conduct.

I understand that upon receiving the \$100 petty cash that I will return the receipts and any leftover monies to the Business Office by 5pm on the business day immediately following the event. All food and supplies must be on separate receipts

Signature of Person Completing the Form: \_\_\_\_\_

Date \_\_\_\_\_

Signature of Co-Sponsor Representative: \_\_\_\_\_

Date: \_\_\_\_\_

## OFFICE USE ONLY

Petty cash assigned to: \_\_\_\_\_ Returned: \_\_\_\_\_

Comments: \_\_\_\_\_

## PROCEDURE

Upon approval of event, the organization will be notified of the confirmed date, time, and location. The person in charge of the event will receive \$100 in petty cash from the Director of Campus Life by 5pm on Thursday prior to the weekend event. All purchases made with the \$100 must be accounted for with a receipt. If all the money is not used for the event, the remaining portion must be turned in with all receipts totaling \$100. The money must be used for supplies or components directly related to the event such as decorations, food, and fee for entertainment. Any purchase that may be questionable, should be discussed with the Director of Campus Life prior to purchase.

## CRITERIA FOR RECEIVING MONETARY SUPPORT FOR WEEKEND PROGRAMMING

1. The event must be held between 5pm on Friday and 5pm on to Sunday.
2. The event must be held at an on campus facility and must not conflict with any other campus wide event.
3. The event must be open to all GSW students
4. No alcohol will be served.
5. Attendance sheet must completed at event and turned in with Petty Cash Receipt
6. No entry fee may be charged and the event can not be used to raise money for your organization. However, events which support your philanthropy, service project, or raise awareness for certain issues are permitted and encouraged.
7. The Campus Activities Board is providing the monetary support for this initiative, therefore all events must be advertised as co-sponsored by the Campus Activities Board.
8. The event will comply with all policies and procedures stated in the W eathervane regarding student organizations and hosting events