

Student Activity/Event Approval & Funding Request Form

Office of Student Life & Engagement | 540-351-1567 | engage@laurelridge.edu

This form must be submitted to the Office of Student Life & Engagement at least three (3) weeks prior to the activity/event date.

Date of Request: _____

Organization or Club: _____

Contact Person: _____

Phone #: _____

Email: _____

EVENT PROPOSAL

Proposed Activity/Event: _____

Proposed Date of Activity/Event: _____

Purpose of Activity/Event: _____

Designated College Personnel (name and email): _____

Your advisor or designated College Personnel must be present during the entire activity/event.

Desired Location of Proposed Activity/Event: _____

Your advisor or designated College Personnel should reserve your room before your event has been approved.

Attach your room reservation to this form.

Activity/Event setup requirements: _____

If your event requires set up of tables, chairs, equipment, sound, lighting, or other IT equipment or setup, your advisor or designated College Personnel must submit a work order request at least two (2) weeks prior to the activity/event date.

Items to be purchased for Activity/Event: _____

If an individual purchased supplies and is seeking reimbursement, all receipts and a current COVA W-9 must be submitted to receive a refund for approved expenses.

Estimated Expenses for items and entertainment: \$ _____

Will admission be charged for your event? Yes No

If yes, how much per person: \$ _____

Person(s) in-charge of collection: _____

What will the funds be used for: _____

Estimated # of individuals attending this Activity/Event: _____

Signature of Club/Organization President or Requestor: _____

Signature of Advisor or College Personnel: _____

Signature of Coordinator of Student Life & Engagement: _____

***A copy of this form must be kept with the advisor or College Personnel
AND the Office of Student Life & Engagement.***