



# Southwest Scheduled Club Activity Form

Semester:  Fall 20\_\_  Spring 20\_\_

Club Name: \_\_\_\_\_

As a reminder: as listed in the Southwest Club and Organization Advisor manual, this form must be submitted at least two weeks prior to the scheduled activity.

**Received approval by VP of Academic and Student Success and the Dean of Student Success prior to organizing the event:**  YES  NO

**Type of Activity:**

- Fund Raiser
- Travel to: \_\_\_\_\_ for: \_\_\_\_\_
- Bake Sale
- Guest Speaker
- Community Service/Outreach
- Club Meeting

Proposed date(s) and time(s) of event(s): \_\_\_\_\_

Room or location of event: \_\_\_\_\_

If on campus, has the room been reserved?  YES  NO

**\*Contacts for reserving locations on campus can be found in the Club and Organization manual or online at <https://sw.edu/sqa/student-affairs-policy-manual-forms/>\***

Brief description of event:

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Advisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Club Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_