



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:

Advisor signature: _____ Date: _____

Club Officer Signature: _____ Date: _____