



Request for Club/Organization Event or Activity

Office of Student Activities

Student Center, Room 214 ■ 321 E. Chapman Avenue ■ Fullerton, CA 92832-2095
Office: (714) 992-7095 ■ Email: activities@fullcoll.edu

Event Information

NAME OF EVENT OR ACTIVITY: _____

TYPE OF EVENT: Club General Meeting Fundraiser Speaker/Film Screening Special Event : _____

DATE(S): _____ DAYS OF THE WEEK: SUN MON TUE WED THU FRI SAT

EVENT START TIME: _____ A.M. / P.M. EVENT END TIME: _____ A.M. / P.M. EST. ATTENDANCE: _____

LOCATION: _____ ROOM # OR AREA: _____

Detailed Description of Event or Activity: *(Attach a separate sheet if needed)*

Contact Information

CLUB / ORGANIZATION NAME: _____ DATE OF REQUEST: _____

NAME OF PERSON REQUESTING: _____ CLUB OFFICER TITLE: _____

EMAIL OF PERSON REQUESTING: _____ PHONE NUMBER: _____

NAME OF ADVISOR: _____ ADVISOR'S DEPT. _____ EXT. _____

ADVISOR'S EMAIL: _____

Please note: All materials and/or paperwork must be submitted to the Office of Student Activities at least **10 working days prior** to the request date.

- (1) Advisor (responsible Fullerton College faculty/staff) must be present for the duration of the event when equipment, contracts, conferences, field trips, and off-campus activities are requested.
- (2) Approval will be granted provided that your club or organization is in good standing and all necessary paperwork is submitted with this request (please see back of this sheet for checklist).
- (3) The Office of Student Activities reserves the right to cancel your request if one or more of the following occurs: club/organization is no longer in good standing, required paperwork is missing, and/or advisor is not present during club or organization event and/or activity.
- (4) Upon approval of your event and/or activity, you will receive a confirmation email from the Office of Student Activities to enter your request on Master Calendar (this requires at least 6 days lead time).
- (5) All events serving food must obtain approval (or "first right of refusal") from Fullerton College Dining Services (Sodexo). Food trucks are not allowed on our premises.
- (6) Absolutely NO drones are permitted on or around campus grounds
- (7) NO signs or banners are allowed to be posted or hung on any campus fences. Please follow campus posting policies.

SIGNATURE OF CLUB/ORGANIZATION ADVISOR

DATE

APPROVED: Director of Student Activities

DATE

DATE RECEIVED: _____ Check for: GOOD STANDING S.A. STAFF _____ APPROVED by DIRECTOR

SENT EMAIL CONFIRMATION S.A. STAFF _____ DATE _____ MASTER CALENDAR REQUEST RECEIVED _____



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Use of Facilities Guide for Student Event or Activity

Please consider the following when entering your event or activity request into the Fullerton College **MASTER CALENDAR**:

- ✓ Be ready to enter contact information for your club/organization advisor and the person requesting
- ✓ Time needed before and after the event for set up and tear down
- ✓ No changes allowed within a 72 hour period before event starts

Audio/Visual Equipment (Advisor must be present for entire event)

| | | |
|-------------------------|----------------------|--|
| TV | Laptop | |
| Digital Projector | Overhead Projector | |
| DVD | Screen | |
| TV/VCR Combo | Hand-held Microphone | |
| Lavalier (Wireless Mic) | CD Player | |

Room/Quad/Set-Up Needs (Please provide diagram; due 1 week prior to event)

| | | | |
|-----------------------------------------------------------------------|--|---------------------|--|
| Extra Chairs (Qty.) | | Extra Tables (Qty.) | |
| Specific Room Set-Up: (Classroom style, U-shape, Conference, etc.) | | | |

Additional Needs (Advisor must be present for entire event)

| | | |
|--------------------------------------|--------------------------|--|
| Associated Students (A.S.) Podium PA | Canopy (permit required) | |
| Stage | Trash Cans (Qty.) | |

Please use this checklist to guide you in determining which paperwork must be submitted **WITH THIS REQUEST**:

| |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Is your club/organization in good standing for this semester? |
| <input type="checkbox"/> Club/Organization Roster submitted to the Office of Student Activities <input type="checkbox"/> Consistent Inter-Club Council (ICC) meeting attendance |
| Master Calendar Request (online) |
| Once you have approval from the Office of Student Activities, you may enter your request on the Fullerton College Master Calendar. |
| Distribution of Printed Materials |
| Due 10 working days prior to desired date. All flyers, memos, and/or promotional items are to be handed from a table at Quad designated area or placed in A.S., ICC, Clubs or Faculty mailboxes. |
| Fundraiser-Accounting Form |
| This form must be used for all fundraising activities, submitted BEFORE your event (with estimates only) and AFTER your event with actual totals. Form must be signed by person requesting event/activity and advisor. |
| Bursar's Office Deposit Slip |
| This form must be used to accompany all fundraising activities, recording any cash or check deposits from your fundraising event or activity. |
| President's Hospitality Approval |
| The Hospitality Approval by College President or NOCCCD Board of Trustees is needed for any funds to purchase any food and gift related items for any club/organization. Due to the Office of Student Activities 14 working days before event/activity for hospitality expenses up to \$1,000. For any requests over \$5,000, plan for 4-6 weeks of approval process. *Food requests must go through the Fullerton College Dining Services (Sodexo) for "First Right of Refusal" process. |
| Fullerton College Catering Services Form (First Right of Refusal) |
| Place catering orders through Sodexo, which is the Fullerton College food service provider. Sodexo has "first right of refusal consideration" which means that they must sign off on any catering requests to go off site. Manager of Sodexo must sign off on this form. |
| Independent Contractor Agreement |
| This form must be filled out and be submitted for the approval process at least 3 weeks before your event or activity, for any performer(s), presenter(s) or vendor(s) who will be paid for their services. |
| Pro-Bono Service Form |
| This form must be filled out and be submitted for the approval process at least 3 weeks before your event or activity, for any performer(s), presenter(s) or vendor(s) have agreed to provide their service(s) at no cost . |
| Canopy Permit / Fire Permit |
| No charge if canopy use is pre-approved and sponsored by Associated Students or Inter-Club Council and Facilities staff is able to set up and take down. Otherwise, a fire permit will be needed. |
| Field Trip Authorization / Student Waivers |
| 3 Forms required for any club/organization field trip: NOCCCD Field Trip Authorization, NOCCCD Student Participant Agreement & NOCCCD Student and Other Participant in Voluntary Field Trip Release of Liability, Assumption of Risk and Medical Treatment Authorization. Advisor keeps on file for one year. |
| Orange County Department of Health Permit |
| Only needed if licensed food provider (other than FC Food Services Provider) prepares food for fundraiser and event is funded by District, College, Associated Students, and/or any club accounts where advisor and/or department dean signs Health Permit and letter. |
| Associated Students (A.S.) Purchase Request, A.S. Purchase Order or Bursar's Requisition |
| Please see the Office of Student Activities regarding which form to use for any expenses or advances for your event or activity. |
| Movie / Video / DVD / Viewing Event Request |
| The Office of Student Activities must approve any movie, video, DVD viewing requests in order to comply with legal mandates. |