



SAMPLE

STUDENT ACTIVITIES OFFICE

50 PHELAN AVENUE • SU 205 • SAN FRANCISCO, CA 94112 • 415.239-3212 • FAX 415.239.3755

REQUEST FOR OFF-CAMPUS EVENTS/ACTIVITIES AND FOR CAMPUS EVENTS AFTER 7PM AND ON WEEKENDS

Name of club or organization:

Ballet Club

Purpose of activity: (describe clearly) Dance Performance

Number of people expected: 70 +

Location(s) for activity: Wellness Center Gym

Date(s): December 8, 9, 10

Time(s): 6:00 pm - 9:00 pm

In accordance with the regulations of the CCSF Board of Trustees, advisors of student organizations are required to be present at all approved and scheduled meetings of their groups through the entire event. This specifically applies to events and activities held off-campus as well as those held on campus after 7pm and on weekends.

Please sign and return this form to verify that you will be in attendance throughout the times specified and will ensure that the appropriate college policies are upheld.

Advisor: Shirley Kim (print name)

(signature)

11/17/11 (date)

Phone: x 8787

Mailbox: ABC

APPROVED:

Associate Dean of Student Activities

Date

For all events that take place on District property after 7pm and on weekends, an Application for Use of District Property form must be filled out as well.