

Student Organization Event Approval Process

All forms must be submitted to the Director of SLR at least two weeks prior to the event.

All forms can be submitted via email, provided that both Advisor & Club President are included in the email to the Director of SLR

If the event involves:

FUNDRAISING

Will donations be solicited?

YES

NO

Send email to DIR w / following info:
A. Business Name
B. Items requested
C. Official [Donation Request Letter](#) to business

Upon approval

Take [Donation Request Letter](#) and [In-Kind Gift Report Form](#) to business

If donations are granted, submit completed [In-Kind Gift Report Form](#) to Foundation Office

Write thank you letter to business.

Meet with DIR.
SLR + submit [Fundraising Event Application Form](#)

Upon approval

Deposit monies in Foundation Office

TRAVEL

Submit: A. [Travel Application Form](#) +
B. [Travel Approval Request Form](#)
to Director of SLR

Upon approval

Make appropriate reservations for :
Travel, Lodging, Meals, Registration Fee, etc.

Complete [Hold Harmless Agreements](#) + keep in Advisor files

Optional: Complete [Travel Agreement Form](#) + keep in Advisor files

Upon trip completion:
Submit [Travel Claim Form](#) if necessary

SPECIAL EVENT

No Fundraising, No Travel

Submit [Special Event Application Form](#) to Director of SLR

Upon approval

Send Email to Panther Pause for event publicity.

Use appropriate [Event Planning Form](#)

Complete [Event Evaluation](#) for your records

Submit [Event Report](#) to SLR office 2 weeks following the event