

Southwestern Illinois College  
Office of Student Life  
Club Activity Approval Form  
(must be completed two-three weeks before scheduled event)

Date submitted: \_\_\_\_\_

Club/Organization \_\_\_\_\_

Event Contact: \_\_\_\_\_ email: \_\_\_\_\_

Event Date: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Space requested: \_\_\_\_\_ Space reserved: \_\_\_\_\_

Expected attendance: \_\_\_\_\_

Event Details \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Will an outside vendor/speaker be hired for this event?: If yes, see Student Life to start the process for the Independent Contractor's Agreement**

Vendor Name: \_\_\_\_\_ Vendor email \_\_\_\_\_

Vendor Address: \_\_\_\_\_

**Will the club solicit donations from the community?  
If yes, see Amy Brockman prior to contacting any business for a donation.**

\_\_\_\_\_

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

SWIC Student Life policy requires a club sponsor to be present at all official club events and activities, unless the event is on campus during the hours the Student Life is open.

I represent the club sponsoring this event and I accept responsibility for this request.

Sponsor Signature: \_\_\_\_\_

Sponsor printed name: \_\_\_\_\_

\_\_\_\_\_

**Approved      Not Approved**  
**Director of Student Life Signature** \_\_\_\_\_