



IVY TECH COMMUNITY COLLEGE NORTHWEST - ACTIVITY REQUEST FORM

Today's date: _____ Date(s) of **Activity / Event**: _____

Organization/ Class/ Department making request: _____

Campus: _____ Gary _____ East Chicago _____ Valparaiso (New or Valley Drive) _____ Michigan City

Nature of the **Activity/ Event**: _____

Time of Activity/ Event : _____ Approximately **how many participants** will be involved? _____

Is this being held **on** or **off campus**? _____ Did you **reserve** your table or room on campus? _____

(give specific details/ location/ address off campus): _____

Is an **outside vendor** coming on campus? _____ Will this **involve others** besides students and/ or staff? _____

Is **fundraising** involved? (complete fundraising form) _____ Is **food** being served? _____

Cost of activity: _____ Source of **funding**: _____

Any **special needs** involved? (equipment, parking, security, maintenance/ housekeeping, etc.) _____

Does this activity involve **service learning, volunteerism, charitable donations** or other civic engagement? _____

If **yes**, please describe: _____

*** Attach Certificate of Liability for organizations to this form when submitting. If certificate is unavailable, please have organization sign a Liability Waiver and attach to form.***
 For clarification on reporting issues, please contact Kelly Rickard in Central Office

Signatures/ Approval:

APPROVED?

_____	_____	
Advisor / Instructor / Program Director	Date	
_____	_____	YES / NO
Vice Chancellor (campus)	Date	
_____	_____	YES / NO
Director of Student Life, Development & Leadership	Date	
_____	_____	YES / NO
Vice Chancellor of Student Affairs <u>OR</u> Academic Affairs / Executive Director (Dept.)	Date	

*** STUDENT EVENTS & TRIPS: Service learning, volunteerism, civic engagement, leadership training, educational & cultural:** once trip/ event is complete, please fill out the **follow-up report** & return to the Director of Student Life via campus mail