

Club Activity Application

General club information

Club's name: _____

Contact person (for this event/activity): _____

Phone number: _____ Email: _____

Activity information

Proposed activity/event: _____

Proposed date: ____/____/____ Proposed time: _____

Proposed location: _____

Activity fund requested to SABVC: \$ _____

Note: according to SABVC policies, the Association will cover 80% of the total amount spent (receipts are required).

Describe your goal for this activity:

_____.

Provide a general overview of the activity, including the plan for making the event a success:

_____.

Will there be food served at the activity/event? ☐yes ☐no

Will you be working with any vulnerable populations? ☐yes ☐no

Is this activity collaborating with any another club, association, or group? ☐yes ☐no

If so, please specify: _____

Is room booking required on campus? ☐yes ☐no

If so, please specify:

First choice room _____

Second choice room _____

All rooms are subject to availability.

List any additional room requirements (projector, screen, tables, chairs, etc.):

_____.

Is the activity held off-site? ☐yes ☐no



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If so, where? _____
Please speak with the SABVC Club Representative to discuss insurance options for off-site activities.

Activity promotion

Is advertising assistance from the SABVC requested? ☐ yes ☐ no

Please select the kind of promotional help you require:

- ☐ Poster displayed on bulletin boards ☐ Post on SABVC Facebook
☐ Post on SABVC Instagram ☐ Post on SABVC Twitter
☐ Flyers/promotional prints displayed at SABVC office

Club executive's signature

(Club executive position)

Date: ____/____/____

For Office Use Only

Club activity application is ☐ approved ☐ denied.

SABVC Executive Director or Club Rep

(required if fund request is below \$200)

Date: ____/____/____

Director of Internal Affairs

(required if fund request is below \$200)

Date: ____/____/____

Students' Council Chair's signature

(required if fund request is above \$200)

Date: ____/____/____

Application date: ____/____/____

Application approval: ____/____/____