

**ACTIVITY APPROVAL FORM
PIEDMONT TECHNICAL COLLEGE**

Club _____ Today's Date _____

Activity Title _____

Activity Type (check all that apply):

___ Fundraising ___ Community Service ___ Educational ___ Leadership Development
___ Club Social ___ Convention or Workshop ___ Other
(describe) _____

Activity Description:

Date _____ Start Time: _____ End Time: _____
Place _____ Inside of Location Outside of Location

Equipment and Set-up Needs:

Club Advisor will need to contact Maintenance via the website for ALL set-up needs.
Website: <http://www.myschoolbuilding.com> Acct #: 307875751
Be Specific (i.e. ice, tables, chairs, power cords, etc.)

Transportation Use (off-campus activities) _____

Publicity Needs:

Campus Connection*	No	Yes	<i>*If yes, attach information for Campus Connection and</i>
Pathway Announcement *	No	Yes	<i>Pathways announcements.</i>
Flyers Posted**	No	Yes	<i>**Please send flyer with form.</i>

- **One week's notice is requested before each activity to be approved.**
- **Remember, flyers need to be approved and stamped before being posted.**
- **Anything to be put in the Campus Connection/Pathway, needs to be submitted by Wednesday at 5pm before the requested week of publication.**

Approval will be given via email to the club advisor within 3 working days.

Print the name of Club Pres. or ICC rep. _____ Date _____

Phone number _____ Cell _____ Email _____

Signature of Club Advisor _____ Date _____

Phone number _____ Cell _____

_____ Date _____

Approval of Associate Dean of Students

_____ Date _____

Approval of Institutional Officer (*Any activity which is either open to the public, out of state, or requires additional security must be approved by the Institutional Officers.)