ACTIVITY APPROVAL FORM
PIEDMONT TECHNICAL COLLEGE

Club________________________________________ Today’s Date________________________

Activity Title_______________________________________________________

Activity Type (check all that apply):

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

**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.)

Revised 2/10/12