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       *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.)

Calendar___ email ___

Revised 9/17/12