



STUDENT CLUB & ORGANIZATION EVENT REQUEST FORM

1. Name of Organization _____
2. Organization Officer Name _____
Organization Officer Email _____
3. Name of Event _____
4. Date(s) of Event _____
5. Time(s) of Event _____
6. Location(s) of Event _____
7. Will this be a fundraising event? _____ YES _____ NO
8. Items to be sold _____

Please Note: If you are selling food items, at least one member of the club or organization must have an up-to-date Food Handler's card.

9. Funds raised by this activity will be used for _____

Organization Approval _____

Faculty Advisor Signature

Date

Please submit this form to JB Skidmore at jbskidmore@wvup.edu for approval. To have your event marketed to the campus community, please submit a Wrike request at wvup.edu/wrike.