Event Notification Form

All on-campus and off-campus events, fieldtrips, and activities outside of a club’s regular meeting require Associated Student Government (ASG) approval. Some events may require District-level approval, including risk services review. Clubs may not advertise events until the event request has been approved by ASG. Turn completed document in to Kasie Hipp, online at [khipp@coastline.edu](mailto:khipp@coastline.edu) or in-person in the Student Life & Outreach Office, room 416, at Coastline College Center. For more information, please refer to the Club & Advisor Handbook. Document processing may take up to **two business weeks**.

# CLUB INFORMATION

CLUB NAME:

CLUB ACCOUNT NUMBER:

ADVISOR SUPERVISING EVENT:

ADVISOR PHONE:

ADVISOR EMAIL:

STUDENT CONTACT(S) PHONE:

STUDENT CONTACT(S) EMAIL:

# EVENT INFORMATION

EVENT NAME:

DATE/TIME/LOCATION:

CLUB MINUTES ATTACHED? [ ] YES[[1]](#footnote-1)

IS THIS AN OFF-CAMPUS EVENT? [ ] YES[[2]](#footnote-2) [ ] NO

ESTIMATED EVENT COST:

SOURCE OF EVENT FUNDING: [ ] CLUB FUNDS [ ] ASG FUNDS[[3]](#footnote-3) [ ] OTHER:

ESTIMATED NUMBER OF PARTICIPANTS:

PURPOSE OF EVENT:

LIST OF STUDENT PARTICIPANTS/GUESTS (IF KNOWN):

# REQUIRED SIGNATURES

ADVISOR SIGNATURE & DATE:

CLUB PRESIDENT SIGNATURE & DATE:

1. Club minutes—indicating club approval of this event—are required to process this form. [↑](#footnote-ref-1)
2. If yes, each participant will need to complete a Voluntary Activities Participation “VAP” Form (advisor may find on Navigator). Additionally, the following may be necessary: CCCD Board Item; Assumption of Risk Form; Driver Authorization Form, etc. Please contact Student Life & Outreach Office for more information. Six weeks processing time may be necessary for off-campus events. [↑](#footnote-ref-2)
3. ASG Funds can only be used for a club event after the Club Fund Request Form has been submitted to Student Life & Outreach and then reviewed and approved by ASG. [↑](#footnote-ref-3)