BSG

BETHEL STUDENT GOVERNMENT
Clubs and Organizations

Event Approval Form

It is the responsibility of the Club to follow the event guidelines found on page 8 and 9 of the BSG Clubs and Organizations Manual.

Today's Date: _____

Club or Organization coordinating the event: _____

Club or Organization's contact name: _____

Phone #: _____

E-mail address: _____

Budget number funding the event: _____

Event Name/Title: _____

Event Location: _____

Event Date: _____ **Event Time**: _____

Guest speaker(s):_____

Proposed number of attendees: _____

Purpose and rationale for sponsoring the event: _____

_____

Description of the event: _____

_____

Will food be needed? (circle one) Yes No **Has Sodexo been contacted? (circle one)** Yes No

Please note that Sodexo is the sole provider of food for all BSG events. If you have any questions, please contact the Executive Director of Clubs and Organizations

Room reserved: _____

Transportation needed? (circle one) Yes   No

If so, who is/are the driver(s): _____

Will Bethel vehicles be used? (Circle one.) Yes   No   [If "Yes," please answer the following two questions.]

Has a Vehicle Pool Request form been submitted AND approved? (Circle one.) Yes   No

Have all drivers of Bethel Vehicles received Bethel Vehicle Certification? (Circle one.) Yes   No

Please note that all drivers of Bethel Vehicles must receive Bethel Vehicle Certification. Please visit the Facilities Management Office for certification.

BSG Club or Organization Advisor Signature: *By signing below I acknowledge that the student leaders have followed university guidelines and BSG procedure while planning the proposed event.*

_____ **Date**:_____

Bethel University Faculty, Staff or Administration member who will attend the event: *By signing below I acknowledge that I will attend the proposed event and am responsible for the programming.*

_____ **Date**:_____

    After you have completed the form and have received your advisor's signature, please send it to the Executive Director of Clubs and Organizations for approval (email or BSG mailbox in the Loft). Once they have approved the event they will forward it to Student Life if there is an outside guest involved or if it is a campus wide event. The club contact listed will be notified when the event is approved.

Office Use Only:

BSG Executive Director of Clubs & Organizations Signature:

_____ Date: _____

Student Life Signature:

_____ Date: _____

Approval notification sent: _____