

Co-Curricular Activity Proposal Form

*Please complete this form and submit it to Student Affairs.
Proposals need to be submitted at least one month in advance*

Date Submitted: _____

Contact Name/Phone: _____ / () _____

Faculty/Staff: _____

(List all sponsors)

Date(s) of Activity: _____

Time(s) of Activity: _____

Course Code/Title: _____

(if more than one course or section, please indicate)

Course Enrollment: _____

(if more than one course or section, please indicate)

Estimated Attendance for Activity: _____

(if more than one course or section in attendance, please indicate)

Total Cost Estimate: \$ _____

Retainer or Co-Pay: \$ _____

Description of Activity:

Desired Learning Outcome(s):

Will the activity be advertised for the Menlo Community to participate in? ____ Yes
____ No

If so, how / who will generate/post the advertisements?

What staff, faculty, RA/RF's, or clubs will be contacted to help with your activity?

*Please attach a cost breakdown including all reservations, deposits, supplies,
and meals that will be purchased for the activity.*