

## Club Proposal Request

This form is to be used to request a club activity, event and/or a fundraising effort. Please clearly state the details of your request and rationale for your proposal. Include also how you will organize, communicate and format the event.

Club Making Request:

Date of Request:

Student Representatives:

Club Moderator(s)/Sponsor(s):

### **Description of the request**

### **Proposed Date of Event:**

Purpose of the Event:

Details of the Activity:

Facility Needs:

Faculty Member(s) Overseeing the Activity:

### **Rationale**

Please state what your reasons are for proposing this activity or event and define your goals for its success.

If this is a fundraising event, please indicate what funds you have raised to date and what other means you are using to raise funds.

Total Fundraising Goal:

Fundraising Goal for this Event:

Amount Raised to Date:

Other Fundraising Plans:

**Signatures indicate approval**

---

Club Moderator

---

Assistant Principal for Student Life

**THIS FORM MUST BE SUBMITTED FOR APPROVAL AT LEAST THREE WEEKS PRIOR TO THE EVENT.**