

## 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.*