

# Office of Student Engagement and Leadership (SEAL) Student Clubs and Organizations

## Off Campus Activity Form

This form must be completed and approved at least 2 weeks prior to the student organization activity.

Club/Organization Name: \_\_\_\_\_

Name of Activity \_\_\_\_\_ Date(s):

Time(s):

Off Campus Location or if Virtual app utilized log on information code:

\_\_\_\_\_

Organizations will complete this form, in addition to the University Clearance Reservations form at X3298 for Reservation/Clearance form. If activity is being sponsored by an authorized Grambling State University organization, no alcoholic beverages may be served. If liability insurance is required, please provide copy of liability insurance with clearance form.

### Organization President Information

Name:

Phone Number:

Email Address:

### Organization Advisor Information

Name:

Phone Number:

Email Address:

Please Note: All activities must be presented for prior approval with copy of liability coverage if liability coverage is required. Please attach all documents together with this form and the Reservations/Clearance form.

Please describe in details your planned activity

\_\_\_\_\_  
\_\_\_\_\_

Security and safety precautions to be taken to ensure care for attendees (please give number of attendees for your off campus in person event:

\_\_\_\_\_  
\_\_\_\_\_

Security for Off-Campus Event, if needed will be provided by:

\_\_\_\_\_

Contact Information \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Organization Official Signature \_\_\_\_\_ Date \_\_\_\_ ( ) Approved ( ) Not Approved