



**STUDENT ORGANIZATION MEETING REQUEST FORM**

This form is required in order to hold an organization-sponsored meeting. This form must be submitted to the director of strategic initiatives and student engagement 10 days prior to each meeting.

Name of Student Organization: \_\_\_\_\_  
Student Organization Contact Name: \_\_\_\_\_  
Date Submitted: \_\_\_\_\_

**MEETING DETAILS:**

Meeting Name: \_\_\_\_\_  
Event Date: \_\_\_\_\_ Back Up Date: \_\_\_\_\_  
Event Time: \_\_\_\_\_ Back Up Event Time: \_\_\_\_\_  
Desired Location\*: \_\_\_\_\_ Back Up Event Location\*: \_\_\_\_\_

*\*Room reservations must be approved in 25Live at least one week prior to event date.*

**BUDGET:**

Do you plan on using your organization budget?  YES  NO

What is your projected budget? \_\_\_\_\_

Projected budget expenditures \_\_\_\_\_

**MEETING OBJECTIVES:**

Purpose of Organization Meeting:

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

Meeting Speaker(s): \_\_\_\_\_

*If above stated event is approved, the student organization named above must agree to guidelines set forth in the School of Public Policy Student Organization Handbook and the School of Public Policy Academic Catalog The School of Public Policy event calendar is subject to change and select events may take priority over student organization activity.*

\_\_\_\_\_

\_\_\_\_\_  
Student Organization President

\_\_\_\_\_  
Student Organization Advisor

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**TO BE COMPLETED BY OFFICE OF ENGAGEMENT:**

**EVENT REQUEST:**  APPROVED  ADDITIONAL INFORMATION REQUESTED  NOT APPROVED

\_\_\_\_\_  
Director of Strategic Initiatives & Student Engagement

\_\_\_\_\_  
Date

**NOTES:** \_\_\_\_\_