**ACTIVITY PETITION**

**MUST BE SUBMITTED WITH YOUR ADVISOR’S SIGNATURE AT LEAST TWO WEEKS PRIOR TO THE EVENT TO THE ASNIC OFFICE.**

<table>
<thead>
<tr>
<th>Date of Petition:</th>
<th>Date(s) of event:</th>
<th>Time(s) of event:</th>
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Name of club or sponsor:  
Type of event:  
Definition/explanation of event:  
Location of event:  
Amount to be charged to NIC students: Non-students:  
Special equipment needed (tables, projectors, barbecue grills, etc. Need to submit appropriate work order):  

**Event Objectives** (what is/are the underlying PURPOSE(S) of this event – check those that apply the most):

- Academic Support
- Cultural Enrichment
- Personal Growth
- Improve Retention
- Improve Wellness
- Foster Diversity
- Educational
- Build Local Community
- Civic Responsibility

Do you plan to conduct any off-campus fundraising or solicitation?  
**YES**  
**NO**

If yes, you must complete a "Request to Conduct Off-Campus Fundraising/Solicitation" form, which needs the approval/signature of your club advisor, the director of Student activities, the VP for Student Services and the Director of the NIC Foundation in the Foundation Office. You will need to allow at least one extra week for this process.

Name of Advisor:  
Signature of Advisor:  
Phone #  
Email Address:  

Name of Responsible Student:  
Signature of Responsible Student:  
Phone #  
Email Address:  

**Approved - ASNIC:**  
Date:  

**Immediately after your Activity Petition has been approved you need to fill out the following forms (all forms can be obtained from the ASNIC office top floor of the Student Union Building):**

- **Request for Facility Use** – to reserve your room or a table in the Student Union Building  
  (attach a copy)
- **Work Order Request** – to setup your room with appropriate number of tables, chairs, etc.,  
  required one week before event (attach a copy).
- **Request for Catering** – if you’re serving food, required one week before event.
- **Graphic Services Request** – if you’re having flyers/posters/tickets printed. **BEFORE**  
  you have anything printed it must be proofread and approved by a ASNIC staff person.
- **Purchase Order** – if you need to purchase any kind of materials or supplies off-campus,  
  required two weeks before event.
- **Personal Service Contract and W-9 Form** – if you are engaging a speaker or musicians.
- **Audio Visual Department** – if you need a microphone, overhead projector, tv/vcr setup,  
  slide projector, etc., required 36 hours before event.
- **Have met ADA requirements** for people requiring accommodations due to a disability.
- **Poster Policy** – pick up a copy of the policy so you are familiar with the rules **BEFORE** you  
  create your flyers/posters or hang them on campus.
- **Evaluation Form** – completed at conclusion of event and returned to the Director of Student  
  Activities in the ASNIC office. Blank forms are available in the ASNIC office.
- **Copy of Activity Petition** must be on file with the Director of Student Activities.