

EXTRA-CURRICULAR ACTIVITY REQUEST FORM
(RCS Sales/Fundraisers/Events)

Name of Organization: _____

Requesting Advisor(s): _____

Description of Activity: _____

Beginning Date/Time of Activity: ____/____/____ ____:____

Ending Date/Time of Activity: ____/____/____ ____:____

Special Activity Considerations/Requests:

Approval:

#1 Student Government President: Initial _____ Date _____

#2 Principal: Signature _____ Date _____

Once approval has been gained, the requesting advisor has the responsibility of submitting the Building Use Form on-line via the RCS website. This form must be filled out regardless of whether or not the building is required for the activity.