



Odessa College Registered Student Organization Event Approval Form

Deadline: *Minimum 2 weeks before event date*

When submitting this form, email any publicity associated with the event to studentactivities@odessa.edu.

This form must be signed emailed by the organization advisor to studentactivities.edu

Organization Name: _____ Name of Event: _____

Description of Event:

How does this event benefit OC or OC Students?

Is your organization collaborating with other student organizations, OC departments, or other entities to host this event: If yes, explain below. No__

Event Date: _____ **Start Time:** _____ **End Time:** _____

Event Location: _____ **Expected number of attendance:** _____

Who is invited to this event? OC Students__ Community__ Other_____

Admission/Donations: _____ **Estimated total Cost of hosting event:** _____

Does your event involve physical activity? Yes, explain_____ No _____

Organization Contact Person: _____

Email: _____ **Phone:** _____

Advisor(s) Signature: _____

I understand that all Registered Student Organization activities must be approved two weeks in advance. I also understand that events may not be approved if this condition is not met.

I understand that RSO activities are for Odessa College students unless approved in advance by the Student Activities Office. If such approval is requested, an explanation must be submitted with this request. I also understand that at least one approved advisor must be present at all times during the event.