STC ACADEMY · SIMULATION TRAINING CENTER

STUDENT EVENT / ACTIVITY PROPOSAL

Plan a club event, outreach day, fundraiser or student activity

FORM NO. **STC-SL-1008**

SECTION 10
Student Life & Community

INSTRUCTIONS Submit at least 14 days before the event. Nothing is advertised or booked until Student Life approves it.

1 EVENT BASICS

EVENT TITLE	DATE SUBMITTED	PROPOSAL #

HOSTED BY (CLUB / PROGRAM)	CLUB REGISTRATION # (STC-SL-1004)	FACULTY / STAFF ADVISOR

LEAD ORGANIZER	STUDENT ID #	PHONE / EMAIL

EVENT DATE	SETUP STARTS	EVENT START	EVENT END	CLEANUP DONE BY

TYPE

☐ Community Outreach ☐ Open House / Demo ☐ Fundraiser ☐ Guest Speaker ☐ Social / Team Building ☐ Study Session
☐ Wellness Activity ☐ Competition ☐ Other

LOCATION

☐ EMS Academic ☐ Nursing Academic ☐ Fire & Rescue ☐ Hospital Sim ☐ EVOC Driving Center ☐ Disaster & Incident Cmd
☐ Sim Control & Debrief ☐ Training Enhancement ☐ Lobby / Common Area ☐ Outdoor / Grounds ☐ Off campus: _____

EXPECTED ATTENDANCE	WHO IS INVITED
	☐ STC students ☐ Staff ☐ Families ☐ Public / community ☐ Partner agencies

PURPOSE & DESCRIPTION What happens, and what attendees get out of it

2 WHAT YOU NEED

Check all that apply

☐ Room / lab reservation (STC-FAC-306) ☐ Equipment (STC-OPS-004) ☐ Sim manikins / moulage ☐ Security / badge access for guests
☐ Food & drinks ☐ Transportation ☐ Volunteers ☐ AV / microphones ☐ Funding

3 BUDGET & SAFETY

ITEM / EXPENSE	EST. COST	PAID BY (CLUB / PROGRAM / SPONSOR)
	$	
	$	
	$	

TOTAL ESTIMATED COST	FUNDING SOURCE
$	

SAFETY PLAN First aid, crowd control, weather, guests who are minors, emergency exits

4 SIGNATURES

LEAD ORGANIZER SIGNATURE	DATE	ADVISOR SIGNATURE	DATE

STUDENT LIFE / PROGRAM DIRECTOR APPROVAL

Completed by staff only

DECISION ☐ Approved ☐ Approved with changes ☐ Denied	CONDITIONS / NOTES

APPROVED BY	SIGNATURE	DATE