



**OFFICIAL FUNCTIONS REQUEST FORM**  
This form is used to pre-approve the Official Function activity

**Date of Function:** \_\_\_\_\_ **Location of Function:** \_\_\_\_\_

**Title & Description of Function:** *(i.e., award ceremony, reception, etc.)*

**Purpose of Function:** *Please explain how the Official Function benefits the college with regards to the educational mission of the institution.*

**Number of Attendees Expected:**

**Names/Titles of Individuals Attending:**

Chaperones:

Who is invited to attend:

Administrator present:

**Anticipated Expenses:** *(i.e., food, speaker costs, etc.)*

Club Representative: \_\_\_\_\_  
(Please Print Name)

*To the best of my knowledge, this function complies with Aims Community College's Official Functions procedures.*

\_\_\_\_\_  
**Student Council Representative**  
 Approve \_\_\_\_\_ Date  
 Deny \_\_\_\_\_ Date

\_\_\_\_\_  
**Administrative Representative**  
 Approve \_\_\_\_\_ Date  
 Deny \_\_\_\_\_ Date

*Note: At least two signatures are required.*