

Activity Approval Form

(Please type or print legibly)

Organization Name: _____

Contact Officer: _____ Telephone: _____

Contact Officer E-mail: _____ @student.nctc.edu

Description of Activity: _____

Date(s) of Activity: _____ Time: _____

Location _____ Room #: _____ *Did you reserve the room?

*When virtual indicate the virtual format

I understand that all North Central Texas College student organization activities must be approved 14 days in advance. I also understand that this activity may not be granted approval if this condition is not met or because other campus activities are scheduled that day.

Room Requests:
Bowie: Karen Davis,
kadavis@nctc.edu

I understand that North Central Texas College activities are for NCTC students unless otherwise approved in advance by the Director of Student Engagement. If such approval is requested, documentation describing non-College personnel who may attend (such as families, local church group, civic club, etc) is to be attached and submitted with this request.

Corinth: Carol Novak
cnovak@nctc.edu

Denton: Jessica DeRoche
jderoche@nctc.edu

Flower Mound: Sara Kluth
smkluth@nctc.edu

In addition, by checking this box (1)my advisor is aware of this activity and (2) I understand that until a signed copy of this form has been returned to our organization from the Director of Student Engagement, no advertising for this activity can take place. (attach/email a copy of the flyer to be used for this event and Travel Request Form if needed)

Graham Kim Birdwell,
kbirdwell@nctc.edu

Gainesville:
Classroom:

Shawna Ayers
sayers@nctc.edu

Student Union:
Tangee Rucker

trucker@nctc.edu

Conference Room 600:

Sharon Murphree,
Smurphree@nctc.edu

Student Organization Officer Signature

Date

Director of Student Engagement

Date

*Make sure room has been requested or vehicle is secured before planning on an event or activity. In addition, contact the people on the right for prospective dates that are available. If needing room to have special capabilities (microphone, etc) or special set-up make an appointment to meet with the Director of Student Engagement to discuss items needed for event.

*When form is completed email to Daisy Garcia dgarcia@nctc.edu, Director of Student Engagement.