**SELECTION PROCESS FOR OFF CAMPUS EVENTS**

The Office of Student Affairs encourages a vibrant student life where students pursue off-campus activities that complement their academic experience at the College in order to achieve their fullest intellectual, social, spiritual, emotional and physical potential.

After completing the OFF-CAMPUS ACTIVITY FORM, and receiving approval for the event, please download, complete and return this form to the Office of Student Affairs at [studentaffairs@acg.edu](mailto:studentaffairs@acg.edu).

Please have your advisor review this form before submitting to the Office of Student Affairs.

Please attach an updated members list.

**Name of Group** Click here to enter text.

**Name of Event** Click here to enter text.

**Date** Click here to enter text.

**Location** Click here to enter text.

**COMMUNICATION:**

**Please indicate how you communicated with your members:** Click here to enter text.

**Date(s) when communication took place:** Click here to enter text.

**Registration process (ex. online form):** Click here to enter text.

**Names of members who registered:** Click here to enter text.

**SELECTION PROCESS:**

**Description of selection process:** Click here to enter text.

**Please describe who is eligible to take part in selection:** Click here to enter text.

**Date and time of ranking/selection process:** Click here to enter text.

**Names of judges:** Click here to enter text.

**Names of students who took part in selection process**:

(If same as names who registered indicate *same as above*)Click here to enter text.

**Names of selected students:** Click here to enter text.

**Names of students in order of ranking:** Click here to enter text.