**OFF-CAMPUS ACTIVITY**

**PROPOSAL FORM**

This is the first step in planning your event. E-mail or call to set up a meeting with the Office of Student Affairs to discuss the event in detail. Events should be planned at least two months in advance and all forms completed at least one and a half months in advance. Please download, complete and return this form via e-mail to the Office of Student Affairs at studentaffairs@acg.edu at least **one and half months** before the event. *In submitting this form it is understood that your advisor is aware of and has of approved the event.*

Please submit a list of names and IDs of students attending. You may also be asked to fill out a Disclaimer Form and a Medical & Emergency Contact Information Form at least 5 days before the trip. Book an appointment with the Office of Student Affairs to discuss details.

**Refer to the Clubs and Student Organization Guidebook for regulations regarding College Sponsored Events.**

STUDENT GROUP:

ACTIVITY TITLE:

GOALS/OBJECTIVES RELATED TO MISSION OF CLUB/ORGANIZATION:

**CONTACT PERSON**

Name

E-mail

Cell-phone

**ACTIVITY INFORMATION**

Please indicate start date and end date and times.

Where will the event take place? – give address, email and telephone

Description/Purpose/List of activities/Schedule

**EXPENSES IF TRAVELING TO CONFERENCE, TOURNAMENT OR EXCURSION**

Please indicate how expenses will be covered. (*Discretionary Account, the Student Life Account or paid by the individual)* Advisor expenses are drawn from Student Life funds. Please allocate 60Euros/day if outside of Greece and 50Euros/day if event is taking place in Greece.



How much money do you have at the current time in your Discretionary Account?

How much money do you have at the current time in your Student Life Account?

**Will you be using Student Life funds to pay for accommodations? If yes,**

List dates required for accommodation?

Give address, email and telephone/ website/link where we can book accommodations?

Indicate number and type of rooms (single, double, triple bed) and who will be staying in each room.

**Will you be using Student Life funds to pay for airline/train or bus tickets?**

What is the date and time frame in which the plane/train/bus should leave from Athens?

What is the date and time frame in which the plane/train/bus should leave from the destination to return to Athens?

If traveling by plane, lease list the names as they are spelled on their passports and country in which the passport is issued or name and number of national ID.

**Will you be using Student Life funds to pay for registration?**

If yes, please list names.

Give address, email and telephone/ website/link where we can register?

**OFF CAMPUS EVENT OTHER THAN CONFERENCE, TOURNAMENT OR EXCURSION**

**Revenue - Attendance**

How many Deree students do you expect to attend?

Will the event be open to alumni? If yes, how many?

Will the event be open to the public? If yes, how many?

Maximum number of people expected to attend?

Entrance fee per DEREE student? Total revenue expected?

Entrance fee per Alumna/us? Total revenue expected?

Entrance fee per person (public)? Total revenue expected?

**Revenue - Donors**

Will there be donors/sponsors?

 If yes, give donor/sponsor’s name and a description of the products they will provide?

Will you make money off of the products supplied by the donor/sponsor?

 Describe in detail?

**Expenses**

Please indicate how expenses will be covered. (*Discretionary Account, the Student Life Account or paid by the individual)*

Will you be purchasing materials?

 If yes, please describe items and estimated cost for each.

Will you be renting equipment or a venue?

 If yes, please describe and estimate costs.

**Business Plan**

*Please submit a detailed description of all expenses and expected revenue. Use an excel sheet.*

What is the total cost covered by each individual?

What is the total cost covered by the club’s STUDENT LIFE COLLEGE ACCOUNT?

What is the total cost covered by the club’s DISCRETIONARY ACCOUNT?

What is the total revenue expected?