



Student Organization UniFORM
(Request for events, fundraising, CoCuLO activities)

Student Organization: _____

Event: _____

Date(s) of Event: _____ **Location:** _____

Address: _____

Time of Event: _____ **Estimated hours that will be spent at event:** _____

Brief description of event/activity* (e.g. health fair/blood pressure screenings; fundraising; nursing home/ brown bag event):

***NOTE:** If this event is not fulfilling a co-curricular learning outcome, a proposal must be attached describing this event in detail.

Nature of Activity (Check all that apply):

- Professional Meeting Fundraising Social
 Community Service Event Legislation Other: _____

Event Information

	Name/Title	Contact Info (email and phone number)
Local/State/National Organization		
Other Schools/Organizations Involved		
Preceptor(s) <small>For event approval, a preceptor must be identified if health screenings are being conducted</small>		

Is this event/activity open to all students? No Yes

Budget/Funding Requested: No Yes

***NOTE:** If yes, an itemized estimate of costs must be attached and signed-off by organization advisor.

Marketing/Advertising/Educational Materials* (Check all that apply):

- None Main Lobby Monitor Original Materials Posted Within the College
 Use of CNUMPS Logo Requested Original Materials Posted Outside College

***NOTE:** All promotional and/or educational material must be attached and approved by organization advisor and MPS.

Upon completion of the event, each student must submit a written narrative describing his/her experience at the event. The specific question that must be addressed is located on CANVAS in the Co-Curricular Learning Activity Course. Narratives should be no greater than 250 words and must address each component of the question. After submission of the narrative, each student should notify his/her faculty advisor that he/she has submitted a narrative. The advisor will then use a rubric to score the narrative.

Faculty Advisor Signature: _____ Print Name: _____
 Date: _____

The UniFORM and all associated documents must be completed, signed by the organization advisor, and submitted to the MPS Office no later than 14 days prior to the event.

MPS Office Use Only

UniFORM/Proposal received by: Signature _____ Date: _____
 CoCuLO Approved: _____ CoCuLO Denied: _____
 Event Approved by: Signature _____ Date: _____

Activities and events held on campus must be approved by University Operations, if applicable.

University Operations:
 Approved: ____ Denied: ____ Signature _____ Date: _____