

<b>Date Submitted</b>

**SOUTH MOUNTAIN COMMUNITY COLLEGE**  
**OFFICE OF STUDENT LIFE AND LEADERSHIP PROGRAM FORM**  
**(CLUBS AND STUDENT GOVERNANCE)**

This form must be completed Ten Business Days prior to the date of the event. Failure to do so May constitute grounds to cancel the event.

Club/Organization: \_\_\_\_\_

Program: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

Describe the activity/event and its purpose in detail: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Check appropriate boxes below if applicable: All items submitted with Program Form

\_\_\_\_\_ Official Function form complete

\_\_\_\_\_ MIRA Form Complete

\_\_\_\_\_ R- 25 Procedures complete

\_\_\_\_\_ Cash Box request form complete

\_\_\_\_\_ Petty cash form Complete

\_\_\_\_\_ Fundraiser: Person (s) responsible for depositing funds with SMCC Business office. Club

\_\_\_\_\_ Advisor \_\_\_\_\_ Club Officer \_\_\_\_\_

**Approvals:**

\_\_\_\_\_ Date \_\_\_\_\_  
 Club/Organization President or Chairperson

\_\_\_\_\_ Date \_\_\_\_\_  
 Club/Organization Advisor

\_\_\_\_\_ Date \_\_\_\_\_  
 Director, Office of Student Leadership

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 The Maricopa Community Colleges do not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: **(480) 731-8499**. For additional information, as well as a listing of all coordinators within the Maricopa College system, visit the following weblink: <https://district.maricopa.edu/consumer-information/non-discrimination-statements>.