



CHARTERED STUDENT ORGANIZATION ACTIVITY PLANNING FORM

Today's Date: _____ Date of Activity: _____

INSTRUCTIONS: This form is to be completed and approved **at least four (4) weeks prior** to the event/activity. This form is to be used for activities sponsored by the organization. The estimated attendance is needed to ensure that sufficient resources are made available. The cost account provided is to cover any needed CNM overtime fees required.

SPECIAL NOTE TO ADVISORS: When Security Officers are paid overtime to cover an event, the CSO sponsoring the event is responsible for paying any overtime.

TYPE OF ACTIVITY _____

NAME of CSO _____

CSO ADVISOR/OFFICER _____ TELEPHONE _____

LOCATION _____ TIME OF ACTIVITY _____

DESCRIBE ACTIVITY (types of events, special equipment used, food, music, DJ, etc.)

Use additional paper if needed

PROJECTED COST _____ CSO ACCOUNT # _____

EST. ATTENDANCE _____ CHILDREN (Y/N)? _____ PUBLIC (Y/N)? _____

SIGNED _____ DATE _____
CSO Advisor

SIGNED _____ DATE _____
Student Activities Representative

ENDORSED _____ DATE _____
Dean of Students