

**Program Approval Checklist**

 \_\_\_\_\_Step 1 - Is your organization in good standing? (this includes any co-sponsorships)

 \_\_\_\_\_Step 2 - Do you have your printed room reservation confirmation?

 \_\_\_\_\_Step 3 - Event Form

**Event Form** (Flyer, description, date, time, location, expected attendance, security)

**Fundraising Form** (Contact person, charity, address, phone, fundraising letter from org uploaded to PioneerLife)

**Off Campus Event Form** (Bus company, location of pickup and drop-off, student ticket price/guest ticket prices, name of advisor, comp ticket holders, and sale date information.)

\_\_\_\_\_ Step 4 - Advisor – Will your advisor be present at your event? Circle 🡪 Yes or No

\_\_\_\_\_ Step 5 - Finance Request (*Make sure all pertinent information is included*)

Student Contact information-name and cell number

Date of event or trip

Ensure funding source accuracy

Description or any new information that is not on the event form

**\*\*If event requires tickets\*\***

student/guest ticket price/ sale date info, on or off campus. (If so, adhere to ticket policy)

**Vendor Information**

Vendor information must be filled out correctly whether selecting from the Pioneer life drop down or filling in the vendor request box. The following items must be checked:

**Vendor Name**

**Vendor Address**

**Vendor Phone Number**

**Vendor Tax ID or Social Security (if new vendor)**

**Vendor Email**

**Description** (be specific, what are you paying for? Must include specifics (if novelties, which are they? Food—what is being ordered-include menu items, if decorations-include what is being purchased, etc.)

**Payment method** must be selected (check or credit card)

**Pre-contract information** must be checked thoroughly. Be as specific as possible with services being provided (similar to request description)

**Vendor quotes** must be submitted with **every** approval. Email, invoices, and web-printouts will suffice for each service/items being requested. If amount exceeds $600+, club or org must submit 3 quotes.

\_\_\_\_\_Step 6 - Flyer/Program Advertisement

All submissions must include club name, event title, date, location, (price/sale date if applicable), co-sponsorships, and Funded by: The Student Government Association.

**If there are elements that are missing, your approval request will not be moved to the next stage.**