

**EAST GEORGIA STATE COLLEGE
MINORS ON CAMPUS EVENT PROPOSAL FORM**

Adopted by President's Cabinet 12/20/16

Check one

- EGSC Sponsored Event**
- External Sponsor**

Name of Event Leader for Event: _____

Address and Contact Numbers: _____

Name of Event: _____

Event Dates: _____

Target Audience and Grade Level/Ages*: _____

All participants must sign an EGSC Waiver; parents or guardians of minors must sign Waiver prior to event start date

Target Number: _____ Participant Fee: _____

Purpose of Event:

Schedule of Event Activities:

Facilities Requested/ Dates and Times:

Travel: If participants will travel from and return to campus as part of activity, please provide itinerary, travel arrangements, and chaperone names :

Additional Requirements:

EGSC Sponsored Event: Submit **Budget** for proposed event with the *Minors on Campus Event Proposal Form*; follow all applicable EGSC policies including but not limited to: EGSC Travel Policy and Procedures, EGSC Volunteer Policy, EGSC policy for employing event workers. See EGSC Minors on Campus Policy for required elements and timeline.

EGSC Externally Sponsored Events and EGSC Sponsored Events:

- Fees: Facility usage, technology support, and other fees for requested support services as set forth on the College's Facilities License Agreements will be determined after review of event schedule.
- Waivers: Any required participant Waivers will be determined after review of event activity.
- Emergency Forms: All participants must complete an Emergency Medical Information form.
- EGSC Minors on Campus Training: required of all event leaders, workers, volunteers

EGSC Externally Sponsored Camps:

Facilities License Agreement is required; see Minors on Campus Policy.