

IT IS REQUESTED THAT THIS BE FILLED OUT FOR EVERY EVENT, ACTIVITY, AND CLUB ACTION.
MUST HAVE ALL SIGNATURES AND RETURNED TO HEATHER RAKOSIK IN THE SAC, rakosik.1

ATI Clubs/Organizations Reporting Form

Club Name _____ Advisor _____ .# _____

Reporting Officer _____ .# _____

Must be an elected office of the club, i.e. President, Secretary, etc.

Event/Activity Name _____

Event/Activity Purpose (fundraising, social, educational, etc.) _____

Brief Explanation:

How do you plan on advertising for this event (email, flyers, other?)

****It is recommended that all fundraisers have a business plan in order to ensure profitability.
Forms are available through the SAC office.**

Gear Orders (t-shirts, jackets, hats, using OSU logos, etc.) _____

****Attach logo or email logo to rakosik.1**

****All Official, Trademarked logos must be pre-approved by Frances Whited, whited.16**

Reporting Office Signature

Advisor Signature

Date

Date

Office Use ONLY: Date Rcvd: _____ Complete? _____ Notes: _____

**IT IS SUGGESTED THAT THIS FORM BE ON FILE IN THE SAC OFFICE
TWO WEEKS PRIOR TO AN EVENT, ACTIVITY, FUNDRAISER, GEAR ORDER, ETC.**