

STUDENT ACTIVITY FORM

Today's Date:	What:	Start Time:
When:	Where:	End Time:
Sponsor submit activity status by emailing a scanned copy of page one to manager@kinlanidorm.org to update their calendars.		

Purpose:	
Coordinator:	Supplies:
Sponsor:	

Set-up Crew:	Clean-up Crew:
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

Required Signatures:	
Rec. Tech. (if gym use):	Date:
Kitchen Manger (if kitchen use):	Date:
Dook'o'ooslííd Youth Council: vote count: Yea: ____ Nay: ____ Abstain: ____ Comments: In keeping with accepted parliamentary procedures, a two-thirds vote is required, and a quorum is present voting in the affirmative to adopt a motion. Those who abstain are not counted. The motion is lost in the event of a tie.	
Dook'o'ooslííd Youth Council President:	Date:
CEO's Decision: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Comments:	
CEO:	Date:

Additional Rules of building usage:

- User shall return the gym used for the event, the hallway, restrooms, and kitchen, to the original set-up.
- User shall remove materials brought in for the event, such as food, display, furnishings, literature, papers, etc., and shall place all garbage in trash bags and take out to the dumpster.
- User shall cook only in designated kitchen area and remove all leftover food from the premises.
- User shall have on hand food handlers permit for all students/staff in kitchen area.
- Flagstaff Bordertown Dormitory shall not be held responsible for any damage, theft or accident to personal property.

Sponsor(s)

Date: