

Event Registration Form

Type of Event: ☒ Program/Activity ☐ Fundraiser ☐ Service ☐ Seminar/Workshop

General Information:

Event Date:		Submission Date:	
Event Name/Title:			
Event Description:			
Event Sponsor(s): (Club/Organization/Dept.)			
Contact: (Advisor)	Phone:	Email:	
Contact:	Phone:	Email:	

Logistical Information:

Requested Location:	
Start Time:	End Time:
Set Up Request: (table, chairs, room layout, etc.)	
Audio/Visual/Equipment Needs:	
Food Service Provider: (if applicable)	
Admission Charge: (if applicable)	Seeking SGA Funding? ☐ Yes ☐ No Amount: _____

- If your event includes a **Raffle** or **Student Travel**, please submit additional required forms with this request

Required Signatures:

Advisor:	Date:
Club/Organization President:	Date:
Coordinator of Student Engagement:	Date:

See back of form for information about co-curricular learning outcomes

Please identify if this proposed event/program will meet any of Richland’s co-curricular learning outcomes. Mark any applicable goals of the proposed event/program.

Co-Curricular Learning Outcomes

Personal Development: *The understanding of one’s self in the pursuit of individual growth.*

- ☐ Identify opportunities for self-improvement and initiate appropriate action.
- ☐ Evaluate information and make effective decisions.
- ☐ Demonstrate accountability for personal choices.

Collaborative and Interpersonal Learning: *Engagement, communication, and reasoning with others that allows for the emergence of a diversity of ideas.*

- ☐ Actively engage with others to build consensus/shared goals.
- ☐ Integrate interpersonal differences.
- ☐ Cultivate healthy and meaningful relationships.
- ☐ Participate in community life with intent for the common good.

Intercultural Awareness and Inquiry: *Openness to discover, explore, and/or interact within a variety of community and culture-based contexts.*

- ☐ Expand awareness of personal identities within the context of local and global communities.
- ☐ Demonstrate regard for diversity and inclusion in a variety of settings.
- ☐ Promote equity.

Knowledge Integration: *The practical application of learning gained through the collegiate experience.*

- ☐ Use co-curricular experiences to facilitate and refine personal, educational and career goals.
- ☐ Identify connections between classroom and out-of-classroom learning.
- ☐ Demonstrate flexibility when identifying solutions to problems.

Please explain how the activity will assess or expose students to the cocurricular outcome(s) you chose.

