

This information will be updated

Last updated: 12/04/2020

- [Business Office Signature Card](#)
- [Club Advisor Responsibility Acknowledgement](#)
- [Club Constitution Outline](#) (sample only)

APPROVAL OF FLYERS

- Has your event been approved?
- Make sure your flyers include the "[Disabled Access](#)" logo and wording before getting stamped for approval. A phone # or email must be provided for students to contact in case they need an accommodation. Also, insert the date (deadline) by which a student must make a request. Give at least 2 weeks.
- The ASU has money set aside for this purpose. Please contact the ASU Office if your club needs assistance paying for sign language fees.
- Your event must be approved before getting stamped.

EVENTS

- [Fundraising Form](#) (required for ALL fundraising events)
- [Field Trip INSTRUCTIONS and Forms: 1\) Field Trip/Excursion Forms 2\) Insurance Request Form](#) (both are required for all Off-Campus Events/Activities).
- [Event Request Form](#) (To earn club points, this form is due 3 working days prior to the event. To have ASU advertise and earn points, the form is due 15 days prior to the event)
- [Vendor Form](#) (used for any vendor who wants to sell on campus); also need a certificate of insurance. Food vendors also need Food Handling/Safe Serve Certificate. Submit all paperwork 10 business days prior to event.
- [Guest Agreement](#): Only used for guest speakers who are not charging a fee for their services. Not performers.
- [Misc. Agreement](#): Used for performers, other contracts, such as bus transportation, etc. If you are paying an individual, you must use this form.