

On Campus Club Catering Request Approval

This form is the first step in the catering approval process. Before clubs can start working with Catering Services the Office of Leadership Activities needs to approve your event and budget. Please allow for three weeks when working through this process.

Event Name: _____

Club Name: _____

Club Member Submitting Request: _____ Event Date: _____

An event request was submitted in SkidSync as of _____.

The office of Leadership Activities will complete this portion

The Associate Director of Leadership Activities, Emily Poole, has approved our event request as of _____.

Emily Poole
Associate Director of Leadership Activities

The Student Government Association Accountant, Kris Leggiero, has approved our club to spend _____ for this listed event.

Kris Leggiero
Student Government Association Accountant

Once you have received both signatures from Emily Poole and Kris Leggiero, please bring this form to Carrie Imbrogno-O'Dell in Catering Services.