 **Office of Student Activities**

3500 John A. Merritt Boulevard, Nashville, TN 37209

Telephone 615.963.5250  Fax 615-963-2180

<http://www.tnstate.edu/campus_life/activities.aspx>

**Organization Week Request Form: Non-NPHC Organizations**

Must be typed, completely filled out and submitted by the Organization’s Advisor. After the organization is given written approval for the week by the Office of Student Activities, the organization must submit the Organization Week Activities Form with all requisitions attached at least 30 days before the beginning date of the week.

Academic Semester & Year Date Submitted

Name of Organization

Contact Person 1

Name Phone Number

Email Address

Contact Person 2

Name Phone Number

Email Address

Select Requested Week (Rank in order) \* Non-NPHC Organization Weeks are only in the fall\*

 Sept. 9-Sept. 15

 Sept. 16-Sept 22

 Sept. 30-Oct. 6

 Oct. 7-Oct. 13

 Oct. 28-Nov. 3

 Nov. 4-Nov. 10

 Nov. 11-Nov. 17

 Nov. 18-Nov. 21

 Nov. 25-Dec. 1

 Dec. 2-Dec. 6

Preferred Organization to Share Week

Print President’s Name Print TSU Advisor’s Name

President’s Signature Date TSU Advisor’s Signature Date

 **For Office Use Only**

Date Received:

Requirements:

☐ Registered with Office of Student Activities

☐ Submitted Annual Report (Date: )

☐ Submitted Membership Roster

☐ Attended General Assembly Meetings

☐ Attended Anti-Hazing Seminar

 New organization:

☐ Constitution

☐ Membership Roster Form

☐ Benefit, Outcomes & Vision

Approval Status:

☐ Approved

☐ Approval Pending (Reason: )

☐ Denied (Reason: )

Coordinator of Registered Student Organizations

Coordinator’s Signature Date