

NHS STUDENT EVENT REQUEST FORM

Instructions: Event requests must be submitted at least **4 weeks prior** to the event date except for bake sales, which must be submitted **2 weeks prior to the bake sale date**. Return completed form (with advisor signature) to Mrs. Sickmier in the Main Office for Principal approval.

TODAY'S DATE _____

NAME OF CLUB: _____

NAME OF STUDENT(S) SUBMITTING REQUEST: _____

EVENT INFORMATION

- Event Name: _____
- Date(s) of Event: _____ Time (start/end): _____
- Request to Fundraise* (y/n) _____ If yes, Cash Box Requested? (y/n) _____
- Location:** _____
- Event Description (include purpose and types of activities): _____

* **Fundraising:** Please review the fundraising guidelines on NHS website: [NHS/Academics/Extra Curricular/Clubs & Activities/Fundraising Guidelines](#)

** **Location:** This form **does not** reserve a room for the event. Please visit the NHS website for instructions on obtaining a room reservation: [Needham High School/Academics/Extra Curricular/Clubs & Activities/Request An Event and Reserve a Room](#)

ADVISOR NAME _____ **SIGNATURE: (required)** _____

Please note that advisor attendance is required for all fundraising events.

PRINCIPAL APPROVAL: (required) _____ **Date** _____
Aaron Sicotte, NHS Principal

PUBLICITY GUIDELINES

Posters and flyers must be stamped for approval in Main Office *before* they are displayed. They may be displayed for a maximum of 10 days and there is a limit of 9 postings for each event.