Green River COLLEGE

Request for Event Signup Sheet

Every line on this form must be filled out. If a line doesn't apply to you, place an "n/a". Failure to complete form will land it back in the program coordinators mailbox, and this will cause delays.

Event Name: _____

Event Date:_____ Event Time Depart:_____ Return:_____

Event Location:_____

Program/Organization/Club: _____

Budget Code:_____Student Price: _____Nonstudent Price: _____

Dates to begin and end signups:_____

Student Coordinator: _____ Staff Supervisor: _____Max # of Signups:_____

Event Description/Notes:_____

_____

GRCC Transportation? **YES** or **NO**   Supervisor Signature: _____

Request for Event Transportation

Every line on this form must be filled out. If a line does not apply to you, place an "n/a" in the space. Failure to complete this form will land it back in the program coordinators mailbox, and cause significant delays.

Program/Organization/Club: _____

Event Name: _____ Max # of Participants: _____

Event Location (and address): _____

Event Date:_____ Departure Location: _____ Departure Time: _____

Pick up Location: _____ Pick up time:_____ Return Time: _____

Student Contact: ____ _____ Email: _____ Phone: _____

Staff Advisor: ___ _____ Email:_____

Additional Information/Notes: _____

_____

Supervisor Signature: _____

Green River College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President of Human Resources, 12401 SE 320th Street, Auburn, WA 98092-3622, (253) 288- 3320. To receive this information in an alternate format, please contact Disability Support Services at (253) 833-9111, ext. 2631; TTY (253) 288-3359.