



Office Use Only

Received Stamp

Staff Initial

ASWCC Club Action Form

This form must be submitted 2 weeks prior to request date (1 month for event and travel requests)

Club Information

Club member: _____ Club: _____

Club member WCC email: _____ Advisor: _____

Club Requests (complete all that apply)

Club Meeting Request *(clubs must meet at least once per month to maintain active status)*

Date(s): _____ Estimated attendance: _____

Setup start: _____ Meeting start: _____ Meeting end: _____ Clean-up end: _____

Preferred location: _____ Alternate location(s): _____

Special room set-up, other needs: _____

Club Event Request *(separate from club meetings)*

Event name: _____ Date(s): _____ Estimated attendance: _____

Setup start: _____ Event start: _____ Event end: _____ Clean-up end: _____

Preferred location: _____ Alternate location(s): _____

Event description, special room set-up, other needs: _____

Purchase Request

Never make purchases without prior approval. We cannot reimburse purchases that do not receive prior approval.

Funds requested: _____ Store/website/vendor: _____

What do you want to purchase? Be as specific as possible. You must describe what the purchase will be used for, and when it will be used by the club. Attach quotes or send to clubs@whatcom.edu

Food Request

Check this box if any food will be served at your meeting or event—even if you are not requesting funds to purchase food. If you are requesting club funds to purchase food, complete purchase request section.

Check this box if you are requesting food and/or catering from Sodexo for your event. Obtain ASWCC Sodexo Food Request form and complete steps listed on the Sodexo Food Request form.

When will the food be served? List dates: _____

Travel Request

OSLD will follow up by email to request meeting with club member and advisor to discuss next steps for travel.

Event name: _____ Travel dates and times: _____

Preferred transportation method: _____

Event description:

Print Request

Submit file for review and printing, and review printing prices at whatcom.edu/clubrequest. Complete purchase request section to request funds for printing.

Other Request/Notes

Signatures (required)

By signing below, you affirm the information provided is true and correct. Your advisor also signs to affirm they approve of this request.

Club Member Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

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Completion: _____