**温州肯恩大学学生活动项目申请书**

**申请日期： 年 月**  **日**

**组织者：** 学生组织/社团名称

**活动名称：**

**活动日期： 年 月**  **日**  **时间段： : - :**

**活动地点：**

**目标人群：** 大众/所有温肯学生/教授/职工/仅邀请者才可参与/其他

**预估参与总人数：**  **经费预算：**

**学生社团/组织主席: 手机号:**

**学生社团/组织财务部长: 手机号:**

**活动总策划人： 手机号:**

**活动指导老师: 手机号:**

**目标：**

□社交活动

□领导力&职业成长

□生活技能&个人成长

□人道主义&公民参与

□文化&全球意识

□智力潜能开发

1. **活动/项目描述**（包含所有必要的、能够更好理解此大型活动/项目的图片/细节）
2. **活动场地布置规划**（如何陈列/装饰场地，如有需要插入图片/手绘图进行说明）
3. **活动节目/时间表**
4. **后勤支持**（在此次活动所有需要的物资/支持项目上打勾）

|  |  |  |
| --- | --- | --- |
| □ 帐篷 | □ 桌/椅 | □ 舞台搭建 |
| □ 灯光照明 | □ 音响设备 | □ 投影仪 |
| □ 食物提供 | □ 运输 | □ 电源供应 |

□其他：

1. **预算描述**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **序列号** | **物料项目** | **单价** | **数量** | **总计** |
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|  |  |  | **总金额** |  |

1. **关于此次活动/项目的其他信息**（外来人员详细信息，风险控制，大型活动人员疏散，以及其他信息）

**活动/项目组织者姓名： 签名：**

**联系方式： (邮箱地址) (手机号)**

* **我承诺我充分了解此次活动举办并将全程出席参加。**

**活动/项目指导老师姓名 签名：**

**联系方式： (邮箱地址) (手机号)**

***以下内容仅由学生事务部填写***

**学生事务部专员： 日期：**

**学生事务部领导： 日期：**

**WENZHOU-KEAN STUDENT ACTIVITY APPLICATION**

**Applying Date:**

**Organizer: Student Group Name**

**Event/Activity Name:**

**Date: / /**  **Duration: : - :**

**Activity Location:**

**Target Population:** Public/All WKU Students/ Faculty/Staff/Invitation Only

**Estimated Attendance:**  **Amount of Money Requested:**

**Student Group/Organization President: Cellphone:**

**Student Group/Organization Treasurer: Cellphone:**

**Activity Chief Organizer: Cellphone:**

**Activity Faculty/Staff Advisor: Cellphone:**

**Goals (Select one)**

* **Social Engagement**
* **Leadership & Professional Development**
* **Life Skills & Personal Development**
* **Humanitarian & Civic Engagement**
* **Cultural & Global Awareness**
* **Intellectual Growth**
1. **EVENT/PROGRAM DESCRIPTION (with any necessary pictures/details that will give us a better understanding of the event/program)**
2. **EVENT VENUE LAYOUT (how the venue will be setup/decorated, insert pictures/drawings if necessary)**
3. **EVENT PROGRAM/TIMELINE**
4. **LOGISTICS SUPPORT (check all items/support you will need for the event/program)**

|  |  |  |
| --- | --- | --- |
| * Tent
 | * Desk/Table/Chair
 | * Stage
 |
| * Lighting
 | * Stereo Equipment
 | * Projector
 |
| * Food Service
 | * Transportation
 | * Power Supply
 |

□Other:

1. **BUDGET DESCRIPTION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NO.** | **ITEM** | **UNIT** | **QUANTITY** | **SUBTOTAL** |
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|  |  |  | **TOTAL** |  |

1. **OTHER INFORMATION ABOUT THE EVENT/PROGRAM (Risk control, large-scale events evacuation, and etc.)**

**Event/Program Organizer Name: Signature:**

**Contact Information : (E-mail) (Cellphone)**

* **I certify that I have been aware of this event and I will be present for the duration of the event.**

**Event/Program Advisor Name: Signature:**

**Contact Information : (E-mail) (Cellphone)**

**OFFICE USE ONLY**

**Student Activity Officer: Date:**

**Student Activity Coordinator: Date:**