



Office of Student LIFE



# Approval in Changes in Activity Details

REQUESTING ORGANIZATION		TYPE OF ACTIVITY	
TITLE OF ACTIVITY			
VENUE		DATE & TIME	

Changes

Justification (Reason):

- Venue \_\_\_\_\_
- Date & Time \_\_\_\_\_
- Program Design \_\_\_\_\_
- Cancellation \_\_\_\_\_

Requested by:

Approved by:

\_\_\_\_\_ Date/ Time

\_\_\_\_\_ Date/ Time

*Approval in Changes in Activity Details – Organization copy  
(Attach with the Special Approval Slip )*

REQUESTING ORGANIZATION		TYPE OF ACTIVITY	
TITLE OF ACTIVITY			
VENUE		DATE & TIME	

Justification (Reason):

Changes

- Venue \_\_\_\_\_
- Date & Time \_\_\_\_\_
- Program Design \_\_\_\_\_
- Cancellation \_\_\_\_\_

Requested by:

Approved by:

\_\_\_\_\_ Date/ Time

\_\_\_\_\_ Date/ Time

*Approval in Changes in Activity Details – AMT copy  
(Attach with the Special Approval Slip )*

