



# Community Engagement Pre-Approval Form Club Action Program

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Club Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Contact # \_\_\_\_\_

Project Name \_\_\_\_\_

Location \_\_\_\_\_ Date of Activity \_\_\_\_\_

See the reverse side of form for a list of pre-project considerations.

Brief Description of Project \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

After completing your project, complete the post-project report on the reverse side of this form and return to SGA.

### **For SGA Use Only**

Date Received: \_\_\_\_\_  Pre-approved for CAP Award Date Approved: \_\_\_\_\_

### **For Business Office Use Only**

Approved by the Coordinator of Community Affairs

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date Received: \_\_\_\_\_ Amount: \_\_\_\_\_ To Account #: \_\_\_\_\_

Process Date: \_\_\_\_\_ JE# \_\_\_\_\_

## Pre-Project Considerations

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Things to think about as you plan your Community Engagement Project:

- Marketing: e-mail to club members, fliers, banners, signs, tabling
- Transportation: van reservation, certified drivers, public transportation
- Tools & Equipment: what do you need to complete the project?
- Sign-in Sheet: track your participation for full credit
- Complete this form: hours on site, number of students, goals met, etc.

## Post-Project Report

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Advisor Name \_\_\_\_\_ Contact # \_\_\_\_\_

Number of Students Involved in Project \_\_\_\_\_

Hours on Site \_\_\_\_\_

Briefly Describe the Overall Impact of Your Endeavors \_\_\_\_\_

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The undersigned off-campus administrator, hereby acknowledges that the project stated above was completed satisfactorily.

\_\_\_\_\_  
Administrator Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date