



UNIVERSITY OF CENTRAL FLORIDA

FRATERNITY AND SORORITY LIFE

Student Union 154 407-823-2072 FAX 407-823-2929

Forms available online: www.greeklife.sdes.ucf.edu

DATE AND TIME STAMP HERE

ACTIVITIES REVIEW FORM FALL 2009

All large scale events involving more than one chapter (for example: philanthropies, community service, fundraisers, etc.), excluding socials, that will occur during the term must be approved through the completion and submission of the Activities Review Form (ARF). The purpose of this form is to ensure that large events do not occur during the same time period and to maintain an overall calendar of Greek events. **Priority will be based on the date the ARF is submitted. Please remember to submit a Community Service Verification form to F&SL if your activity is community service related. After being date stamped place in Greek Council Secretary's mailbox in SU154.**

Name of Sponsoring Organization: _____

Name of Affiliated Council (please check): ___ DGC ___ IFC ___ NPHC ___ PAN

Title of Event: _____

Type of Event: _____

Preferred Date: _____ Start Time: _____ End Time: _____

Back up Date: _____ Start Time: _____ End Time: _____

Location of Event: _____

Contact Name: _____

Phone Number: _____ Email: _____

Please describe your event in full detail:

OFFICE USE ONLY

Approved by: _____ Date Approved: _____ Comments: _____

Date Chapter Emailed (circle) Approved / Not Approved _____ By _____



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ACTIVITIES REVIEW FORM

Revised October 1, 2008

Policy

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The purpose of this form is to ensure that large events do not occur during the same time period and to maintain an overall calendar of Greek events.

Priority will be given to those forms submitted at the earliest time!

Procedures

- I. **As soon as possible** each chapter or council needs to submit the Activities Review Form to the Greek Council Secretary mail box in Fraternity and Sorority Life. These forms need to be turned in as soon as possible in order to get the date that you want.
- II. Every Tuesday, the Greek Council Secretary will review the folder, approving the forms and placing them onto the master Greek calendar found at <http://calendar.getinvolveducf.com/month.php?cid=11>
- III. Please include the preferred date of your event in addition to a second back-up date on the Activities Review Form in case the first date is already taken. If both dates are taken, then the Greek Council Secretary will contact you explaining the situation and determine a new date.
- IV. Upon the approval of your event, you will receive an email confirmation from the Greek Council Secretary with the name of your event and its official date that is on the calendar.
- V. For the whole semester, every Greek event needing the Activities Review Form, **MUST** be turned into the Greek Council in Fraternity and Sorority Life SU 154.