Activity proposal

Template

**Purpose**:

This template is to be completed by students that wish to offer an activity through the AdventureU Outdoor Club. Once the club executive has reviewed the proposal, you will be notified within 24 hrs about their decision, and advised of the next steps. NOTE: The club requires 2 weeks lead time for proposed activities. Once approved a risk management matrix filled out prior to any activities being sanctioned by the club.

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| --- | --- |
| Name of proposed Activity: |  |
| Names of proposed Facilitators: |  |
| Main facilitator contact information-Cell/&email (one point person only): |  |
| Date Proposal submitted: |  |
| Trip capacity (total number of participants)  |  |
| TOTAL Trip capacity (total number of participants + organizers/drivers):  |  |
| Proposed activity date(s): |  |
| Rough Itinerary: |  |
| Estimated Cost pp: |  |
| Is transportation required? If so, how will this be done?: |  |
| Will you be serving food? |  |
| What equipment do you need from Gear bay? |  |
| Do you need any other supplies from the club? |  |
| Additional notes: |  |

Filled out by (Print name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_