ATI ORGANIZATIONS EVENT REPORTING FORM

Organization:	Date:		
Reporting Officer Must be an elected officer of the club, i.e. President, Secretary, etc.	.#		
Event/Activity Name:			
Date of Event:	Time of Event:		
Event Description: Think Who? What? Where? Whe	en? How? Why? Advertising of Event?		
Event Location:			
Type of Event: □ Educational □ Social □ Com	munity Service		
Would you like this posted in the Buckeye Buzz? □Yes □No	Would you like this posted on the SAC social media?	□Yes	□No
Advisor signature:	Date		
Advisor signature:	Date		
Please return to Student Activities Office (SA	AC 106) TWO WEEKS in advance of the EV 1@osu.edu	VENT or	

Things to Remember.....

- It is recommended that all fundraisers have a Business Plan to ensure profitability. Forms are available in the SAC office.
- All Official Trademarked logos must be pre-approved by Frances Whited, whited.16 for any clothing/gear fundraisers.