

ORGANIZATION PLANNING FORM

Organization Name: _____

Date: _____

Person filling out form/role _____ / _____

Per Student Organization Handbook - Each academic year, registered student groups are required to host three events.

1. **Social Event** – any function or activity that is provide by an organization to meet the social needs of members and/or guests
 - a. Examples: game nights, picnics, dances
2. **Educational Event** – any function or activity to serve as a learning experience for either club members or the OSU-ATI community
 - a. Examples: speaker, lecturer, information session
3. **Community Service Event** – any function or activity designed for the benefit of the community
 - a. Examples: blood drive, food drive, park clean-up

The educational event and social event **MUST** be open to all of campus and/or the community and be advertised in such a way.

Include a general description of your event and the event's timeframe.

Educational Event:

Date held or to be held: _____

Social Event:

Date held or to be held: _____

Community Service Event:

Date held or to be held: _____