GET INvolved
Office of Student Activities @Student Center

STUDENT ACTIVITIES FORM
CIVIC ENGAGEMENT PROPOSAL

Student Center, Room 519 |activities@tc3.edu | 607-844-8222, ext. 4442

Submit this completed request at least one (1) week prior to the civic engagement activity to the Student Activities Office in Room 519 in the Student Center. You may be required by Student Activities to submit additional information or meet with the department staff before the project is approved.

CONTACT INFORMATION *(NOTE: you will be the contact person for this project for all future communications)*

Today's Date:

Club/Organization Name:

Name of student completing this form: _____

Your TC3 Email: _____@mymail.tc3.edu

Your Phone #: _____

PROJECT DETAILS

Brief description of proposed civic engagement activity & how it connects to the club's mission:

How many students from the club will be participating in the project? _____

Project Date(s): _____

Project Location: _____

If this is a one day only project:

Project Start Time: _____

Project End Time: _____

Name of organization that you will be serving: _____

Contact Person from the organization: _____

Does the organization serve: (check all that apply)
❑ Dryden ❑Cortland ❑ Ithaca ❑ Tompkins County ❑Cortland County ❑ TC3
❑ National Non-Profit ❑ International Non-Profit
❑ other (please list):

We are requesting startup funding for our project. ❑ YES ❑ NO

If yes, describe how you will use the funds:

NOTE: Maximum request is for $500.

STUDENT ACTIVITIES APPROVAL: _____ Date: _____