



SCCA Request for Event Approval

Instructions: Please complete each section of this form and forward it to the SCCA President for approval. An estimated budget for the event should be attached using the SCCA Event Budget format.

Date of Request:	
SCCA Chapter President, SCCA Committee Chair or SCCA Member Requesting Event Approval:	
Proposed Event:	
Description of Proposed Event: (Include <u>all</u> activities to be held during event, e.g., meal or refreshments, door prizes, fundraising plans, etc.)	
Date of Proposed Event:	
Time of Proposed Event:	
Location of Proposed Event:	
Individual In-Charge of Event:	
Contact Information for Individual In-Charge of Event (Mailing address, Phone #, Email Address):	
<p>The SCCA Chapter President, SCCA Committee Chair or SCCA Member requesting approval for an event assumes the following responsibilities:</p> <ol style="list-style-type: none"> 1. Ensuring that approval for the event is gained from the SCCA President prior to signing any contracts related to the event. 2. Notifying the SCCA President immediately of any cancellations or changes involving the event. 3. Handling any discipline problems which arise during the event, 4. Ensuring that the SCCA Fundraising Guidelines are followed during the event. 5. Ensuring that rosters for SCDC Employees are forwarded to the SCDC Training Academy. 	
Event Approved by SCCA Officers: YES <input type="checkbox"/> NO <input type="checkbox"/>	
If no, reason for non-approval:	
Date:	Signature of SCCA President: