|  |  |  |
| --- | --- | --- |
|  | **REQUEST FORM FOR STUDENT SOCIETIES (for external events)** | |
| **Society Organizing the Event** | |  |
| **Event Name** | |  |
| **Event Venue** | |  |
| **Event Start-End Date/Time** | |  |
| **Event Topic, Purpose and Content: (\*)** | | |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Sıra No** | **MATERIALS REQUESTED (Specifications \*\*)** | | |
| **1** |  | **5** |  |
| **2** |  | **6** |  |
| **3** |  | **7** |  |
| **4** |  | **8** |  |

|  |  |
| --- | --- |
| **MATERIALS AND SERVICES NEEDED TO CARRY OUT THE EVENT** | |
| **Vehicle Type: (\*\*\*)** |  |
| **Route:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **TRAVEL ALLOWANCE** | | | |
| **Destination** |  | **Number of Students: (\*\*\*)** |  |

|  |  |  |
| --- | --- | --- |
| **Student Society Chair**  **Full Name:**  **Signature:** | **Student Society Advisor**  **Full Name:**  **Signature:** | **Directorate of Health, Culture and Sports**  **Student Societies Division**  **Full Name:**  **Signature:** |

|  |  |  |
| --- | --- | --- |
| **THIS FIELD IS TO BE FILLED IN BY GTU’S STUDENT SOCIETIES ASSOCIATION DIVISION** | | |
| **Date Applied to SSA** |  | |
| **Event Status** | □ Completed | **Reason If Cancelled:** |
| □ Cancelled |

\* Speakers and attendees list (if available) must be attached to this form.

\*\* In case of renting vehicles, lists of attending students **MUST BE ATTACHED TO THIS FORM.**

\*\*\*\* In case of travel allowances provided, a ist of related studetns must be attached to this form.

**DIRECTORATE OF HEALTH, CULTURE AND SPORTS**

**APPROVED**/**NOT APPROVED**

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