

BC Student Programs Project Plan



BELLEVUE
COLLEGE

Student Program Project Policies:

- Must be a BC chartered club, recognized program or BC sponsored event
- Must turn in project plan at least 8 weeks in advance for student travel
- Must turn in project plan at least 6 weeks in advance for major events (involving off campus recourses/ out of town performers)
- Must turn in project plan at least 2 weeks in advance for minor events (bake sale, pot lucks etc)
- All related project documents must be turned in completed before project will be approved

For SP Front Desk Use:

Project tracking # _____ Date logged: _____ Initials _____

Today's date: _____

Club/ Program Name _____

Name of primary project contact: _____

Phone number for primary contact: _____

Project Title: _____

Desired Date and Time:

1. _____
2. _____
3. _____

Desired Location:

1. _____
2. _____
3. _____

For SP Use:

res. # _____

Project type: Activity/ Event Trip/ Travel Fundraiser Other

Number of anticipated participants: _____

Project summary: _____

Project Outcomes (Goals):

1. _____
2. _____
3. _____

How does your project contribute to pluralism and to the college community: _____

Equipment / Resources

Equipment: Media cart Audio/ Visual Transportation Stage
Special Equipment _____ Other _____

Resources: Budget Translator/ ASL Volunteers Advertisement

BC depts. or personnel: Club Advisor: _____ Food Service
Events Student Programs Other _____

Community partner: _____

Community partner contact information: _____

For Student Programs Use:

Project Meeting with: _____ Date: _____

Name of SP staff

Student Programs project primary contact : _____

Forms required:

Advanced meals w/ meeting Food order or permission for outside vendor
Fundraising forms Performance contract Other _____

Risk Management:

Potential Risks

1. _____
2. _____
3. _____

Release Forms Required:

Travel forms Risk Management Committee Food handlers permit

Orientation required:

Equipment Trip/ travel Other _____

Mode of transportation: _____ Driving Training Required

Health /Accident insurance required for all participants: Yes No

3. Student Programs

Associate Director _____ Date: _____

Finance/Risk Management Coordinator _____ Date: _____

Assistant Dean _____ Date: _____