

**APPLICATION FOR PERMISSION TO CONDUCT EDUCATIONAL OR NON
FUNDRAISING ACTIVITIES/EVENTS ON & OFF CAMPUS AND ONLINE**

This form should be submitted to: pace@uog.edu.gy

Cc to: christine.chowargir@uog.edu.gy keon.heywood@uog.edu.gy latoya.khemraj@uog.edu.gy studentswelfare@uog.edu.gy

1. Name of Group/Committee/Club/Other (state)
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.....
.....
2. Address/location of Group/Committee/Club/Other (state) including faculty, Department, Course
.....
.....
.....
3. Main Contact Name, USI / STAFF ID & Tel. No.
.....
4. a) Name and USI / STAFF ID of Chairman/President of Group
.....
b) Name and USI / STAFF ID of Treasurer
.....
c) Name and USI / STAFF ID of Secretary
.....
5. Proposed activities/event(s). ***Use a separate sheet if necessary (if student activities/events are off campus they must be assessed by the Internal Auditor)***
 1.
 2.
 3.
 4.
6. Date(s)/Time(s)/Location(s) of activities/events in order of activity.
 - 1.
 - 2.
 - 3.
 - 4.
7. Name, Signature and Student USI /STAFF ID of persons responsible for reporting on the activities/events.
 1. Name Signature USI / STAFF ID
 2. Name Signature USI / STAFF ID
 3. Name..... Signature..... USI/ STAFFID.....

8. I, the undersigned, certify that the information given above is to the best of my belief and knowledge true and correct. I pledge to allow the scrutiny of the books and records by the authorized University Officers.

.....

Signature
Secretary of Group/Committee/Club

Date:

FOR OFFICIAL USE ONLY (To be filled out by the user of this form)

Recommended Yes () No ()

.....

Signature and stamp
Head of Dept. /Admin. Officer/Lecturer/ Campus Advisor

Recommended Yes () No ()

.....

Signature and stamp
President/Secretary, U.G.S.S

Recommended Yes () No ()

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Signature and stamp
Registrar/DVC Finance and Administration

Preliminary Approval Yes () No ()

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Signature and stamp
Vice Chancellor - Office of the Vice-Chancellor Xi - Philanthropy, Alumni & Civic Engagement (PACE)

Environmental Deposit - \$5,000 per event. This fee is refundable based on the report of inspection by the University of Guyana’s officer. **(This is not required to be paid for online event/activity.)**

Amount Paid:

Receipt No.

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Signature and Stamp
Bursary

The section below is to be completed by Office of the Vice-Chancellor Xi -Philanthropy, Alumni & Civic Engagement (PACE)

Environmental requirements met	Yes ()	No ()
Final Approval	Yes ()	No ()
Financial Statement received	Yes ()	No ()
Deposit refunded	Yes ()	No ()

Certified by:

Deposit received by:

Date:

Recommended by:

.....

Signature and Stamp
Office of the Vice-Chancellor Xi -Philanthropy,
Alumni & Civic Engagement (PACE)