



# SOUTH SUBURBAN COLLEGE

## Office of Student Life & Leadership Request Form

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Complete all necessary information below. Submit to Room 2329 or StudentLife@ssc.edu.  
Allow up to 3 business days for a response.

Club or Organization: \_\_\_\_\_

Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Role:  Student  Staff  Faculty  Other: \_\_\_\_\_

Club/Org Advisor: \_\_\_\_\_

Email \_\_\_\_\_

Request:  Student Life (2329 Conference)  SGA (1105 Conference)  2477 (Quiet Room)

Flyer Posting (Bulletin Board)

Room requests: Date(s) of Activity: \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Please explain the purpose of the request:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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For office use only:

Approved:  Denied:  Notes: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_