Appeals Request Form
For Use By: Charted Student Organizations

Name of Organization ____________________

Phone: ___________________ Email: ____________________

Please indicate the type of the request:
- [ ] First Appeal
- [ ] Second Appeal, while school is in session
- [ ] Second Appeal, while school is not in session (i.e. Winter Break, Summer)
  (For Second Appeals – Please attach any information provided to you from the first appeal)

Please indicate what you are appealing:
- [ ] The decision of the Event Planning Manager regarding co-sponsorship status
- [ ] The decision of the Event Planning Manager regarding an exemption request
- [ ] Other (Please explain): ____________________

Please explain why you disagree with the decision. You may attach one (1) additional page if necessary. Further, please attach any information supporting your appeal to this document.

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Name: ___________________________ Date: ___________________________

Authorized officer filing appeal

Signature: __________________________________________________________

Student Union Building Scheduling Office use only
- [ ] Overturned (Overruling the previous decision)
- [ ] Upheld (Supporting the previous decision)

Name: ___________________________ Date: ___________________________