

TEAMBUILDING KIT RESERVATION FORM

The Office of Student Engagement has created Teambuilding Kits for RSOs to use to utilize in strengthening group relationships and dynamics. The kits have different resources for teambuilding activities in them as well as instructions to conduct the exercise.

Reservations should be submitted to the Office of Student Engagement 5 days before the kit is needed. Kits are to be picked up on the day they are to be used and returned within 24 hours of usage.

Guidelines:

- RSOs may only check out two kits at a time.
- If the kit is damaged/lost/not returned, the RSO will be fined \$15 to replace kit supplies.
- There will be a late fee of \$15 for kits not returned within 24 hours of usage.

Organization _____

Contact Person _____

Contact Number _____ **Date(s) Requested** _____

Kit(s) Requested _____

*As a representative of the _____ organization,
I have read all the guidelines listed above and agree to abide by them.*

SIGNED _____ DATE _____

**Upon approval or denial, a copy of this completed form will be put in your Organization's UNA mailbox.

For Office Use Only

_____ **Approved**

_____ **Denied**

_____ **Initials**

_____ **Date**