Program Request

Who is hosting this program?

Date of Program

Time of Program

Program Type
- Educational
- Social
- Community Service
- CDA (budget)

Adopted?  
- No
- Yes

Community Service Programs
- Co-sponsored with CCE?  
  - No
  - Yes

Event #:

Curriculum Type

Curriculum Topic

Overall Program Goal

Learning Outcomes (3 for educational programs, 2 for social, 0 for adopted)
1.
2.
3.

Implementation Plan

Assessment Method

PO/ Vendor:  

Money Amount Requested:

Money Amount Approved by Supervisor:

Materials Needed
- Food Type
- Supplier
- Non Food Items

Agency Name

Agency Address

Speaker & Contact #

Purchase Orders must be approved at least TWO weeks before the program date. It is your responsibility to make sure all paperwork is completed and approved in the appropriate time.

Methods of Advertising
- Posters
- Mailings
- Email
- Word of Mouth
- Flyers
- White Board
- Facebook
- Other

Transportation Needs

In order to reserve a University Van, you must email your pro-staff with the dates, places, names of drivers, location, pick up time, and return time a minimum of TWO weeks prior to the event.

Supervisor Notes