



Program Request

Request Number _____

Weekend? _____

RA/Student Facilitator _____ Who is hosting this program? _____

Hall _____ Academic Year _____ Theme _____

Title _____ Community _____

Location _____ Date of Program _____ Time of Program _____

Program Type <input type="radio"/> Community Service <input type="radio"/> Educational <input type="radio"/> Social <input type="radio"/> Theme/RHA no PPS	Adopted? <input type="radio"/> No <input type="radio"/> Yes <u>Educational & Adopted Programs Only</u> Core Value _____	Community Service Programs Co-sponsored with CCE? <input type="radio"/> No <input type="radio"/> 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 _____

Speaker - Agency Name

Speaker - 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
