

ACTIVITY REQUEST PROCEDURE

Procedure Listed Below for Getting Activity Requests Approved:

- Student fills out the Activity Request Form and Submits to Faculty Advisor for Signed Approval (Faculty Advisor signing Must Be Present at Activity);
- Faculty Advisor gets Dean's Approval Signature on form (Pharmacy will give to Marcia Coit and she will obtain Dean's signature, COM will give to Chris Carr to obtain Dean's signature);
- After Dean has signed, the Request goes to Student Affairs for signature (please give to Kandyse Taylor and she will have appropriate person sign the request);
- Once Student Affairs has signed off Chris Carr will receive the request for room availability and she will then give to Jay Fortune for final approval;
- Jay Fortune signs off on request and sends it back to Chris Carr who will inform the faculty advisor and student that their request has been approved and the room (if applicable) has been reserved.

Note: All requests should be submitted at least 2 weeks prior to the event if possible. This will allow time for the above-referenced process to be completed.

Only when the Faculty Advisor and Student receives the approval email will the event be actually approved and scheduled. If an email has not been sent to them, the requested room may not be used or the event held.