**Faculty/Staff Operating on Behalf of External Entity**

**Campus-Hosted Designation Request Form**

***To be submitted with External Entity Event Request Form.***

**Complete this form, and attach a written letter of justification, including a summary of the event, associated costs, how the College would be involved (including specific funding requests), etc.**

***Note:*** *Consideration will be given to event interest, professional relevancy, and supportiveness of the College’s mission and vision.*

|  |
| --- |
| **Faculty/Staff Member’s Information:**  Name:  Affiliation to External Entity:  Campus Title:  Department/Division:  Phone:  Email: |
| **External Entity’s Name:** |

The faculty/staff member is responsible for getting all required responses and signatures for all form/document submissions, submitting all required form/documents to the Special Events Coordinator by the set deadlines, and providing timely correspondence.

**Faculty/Staff Member Requesting Campus-Hosted Designation**

(Attach written letter of justification – details above.)

(Print form, sign/date, and move forward along with rest of request packet.)

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Faculty/Staff Member’s Signature Date

**Direct Supervisor**

Recommend

Do Not Recommend

See Attached

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Direct Supervisor’s Signature Date

After action by direct supervisor, the faculty/staff member submits the entire request packet to the Special Events Coordinator (send by email to [bainesa@canton.edu](mailto:bainesa@canton.edu)).

The Special Events Coordinator will send an FYI email to the rest of the supervisory chain letting them know of the request and that it will be moving to the Vice Presidents Group (VPG) for review and action. Comments of support or concern can be directed to the Special Events Coordinator for inclusion in the packet being presented to the VPG.

**Vice Presidents Group**

Approved Campus-Hosted Designation

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Special Conditions (see attached)

Date Denied Campus-Hosted Designation