



## Co-curricular Hour Proposal Form

\*\*To be submitted by a sponsoring faculty member or designee to the Office of the Dean no later than 10 business days prior to the event\*\*

Name of Event

Location of Event

Date of Event  Start

Finish

Sponsoring Organization

Contact Name  Position Held

Phone #  Email

Primary Organizer  \*Primary Faculty Sponsor

Student Organizer 1  Faculty Contact 1

Student Organizer 2  Faculty Contact 2

\*Primary Faculty Sponsor will work directly with the Office of the Dean.

### Course Required Activity ?

No  Yes (please indicate information below)

Course Name

Please include below: Event description/Service to perform/Number of volunteers required per shift, shift times etc. Include any additional student restrictions such student must achieve a certain score on the BP assessment. (\*\*Please attach supporting documentation or indicate an event web address.\*\*)

### Co-curricular Hours to be Awarded

To be completed by the Office of the Dean

Co-curricular Hours to be Awarded to student organizers

Co-curricular Hours to be Awarded to student participants

Restrictions to student level? (Check all that apply)

P1 Class  P2 Class  P3 Class  P4 Class

Primary Faculty Signature

Dean/Designee Signature