



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