



What is University Outreach?

Conceptually, outreach is instruction, or research, or instruction-and-research that is applied to the direct benefit of external constituencies and that is directly relevant to the mission of the units in which the contributing faculty and staff members work.

DIRECTIONS: Please complete this form **FULLY**. Write "N/A" (not applicable) in response to items not relevant to your proposed activity. Sign and return the completed form to the **Director of Outreach**, P.O. Box 9402, Virginia State University.

APPLICANT INFORMATION

Name:	Rank/Position:
Department/Program/Unit:	P.O. Box: School:
Office Phone No:	Alternate Phone No: Email:

UNIVERSITY OUTREACH ACTIVITY

Detailed Description of Proposed Activity:		
Type of Function:		
Purpose of Activity:		
Date(s) of Activity:	Duration of Activity: Days Weeks Months	
Intended Audience:	Estimated Number of Participants: Contact Hours:	
Relation to the University Mission:		
Residential <input type="checkbox"/>	Non-Residential <input type="checkbox"/>	Has Housing Director been contacted? Yes <input type="checkbox"/> No <input type="checkbox"/>
University facilities required:		

PROGRAM FUNDING

Will fees be charged? Yes <input type="checkbox"/> No <input type="checkbox"/>	If so, indicate dollar amount:
(NOTE: Campus Security must be contacted if collecting money.)	
Funding Source:	
Attach Budget Summary	

RESPONSIBLE PARTIES (other than the applicant)

Name:	Phone:
Name:	Phone:

Applicant's Signature _____ Date _____