VIRGINIA STATE UNIVERSITY OUTREACH ACTIVITY REQUEST

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 University Mission:	
Residential / Non-Residential (circle)	Has Housing Director been contacted? YES NO N/A (circle)
University facilities required:	

PROGRAM FUNDING	
Will fees be charged? YES NO (circle)	If so, indicate dollar amount. _____
(NOTE: Campus Security must be contacted if collecting money.)	
Funding Source:	
****Attach Budget Summary****	

RESPONSIBLE PARTIES (other than applicant)	
Name:	Phone:
Name:	Phone:

Applicant's Signature _____ Date _____