



**University Council Outreach and Community Relations Committee
Virginia State University**

PROTOCOL FOR OUTREACH AND COMMUNITY SERVICE ACTIVITY

NOTE: *Please follow the procedures outlined below in order to schedule your proposed activity.*

- Step I:** Obtain and complete the *Outreach Activity Request* form.
- Available at the Office of Outreach located within the School of Graduate Studies, Research, and Outreach, P.O. Box 9402 (located on Fourth Avenue behind the football field)
 - Available on the VSU Outreach homepage (<http://www.vsu.edu/pages/238.asp>)
- Step II:** Return completed form to the Director of Outreach within **30 days** of the proposed activity.
- Step III:** The Director will forward the form to the Office of the Provost within 5 business days of receipt of the form.
- Step IV:** The Director will send the applicant written notification of Provost review and comments.
- Step V:** The applicant and other responsible parties may proceed with the proposed activity.
- Step VI:** The applicant submits to the Office of Outreach a post-activity report within 14 calendar days of the completion of the activity.
- Step VII:** Applicant receives from the Director of Outreach written confirmation of receipt of the post-activity report.