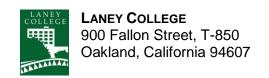


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STANDARD OPERATING PROCEDURE

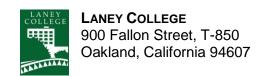
DEPARTMENT:	Student Services/Outreach	TITLE:	Outreach Event Reservation		
PURPOSE:	Schedule Campus Visits and Tours Via the Outreach Office				
PROCEDURE:					
_	ol or organization contacts the outreampus tour, group orientation, or other		•		
Step 2: Outreach Specialist or assigned staff respond to inquiry, providing next available dates and times for tours.					
Step 3: If a day and time are identified, the Outreach Event Reservation Form is emailed to the party requesting the event. This form is completed and emailed back to the Outreach Specialist or assigned staff.					
Step 4: The eve (example: camp	ent is calendared and Ambassador(s) ous tour).	or other perf	tinent staff is assigned to the event		
Step 5: A camp week prior to ev	ous map and other logistical informativent.	ion is emaile	ed to the visiting group at least one		
Step 6: The completed Outreach Event Reservation Form is filed, contact information is verified in database.					



SOP Number: Previous SOP: Page 2 of 3

STANDARD OPERATING PROCEDURE

DEPARTMENT:	Student Services/Outre	ach	TITLE:	Outreach Event Reservation		
KEY WORDS						
Orientation						
Student Ambassador						
Outreach Event Request Form						
DEFINITIONS AND ABBREVIATIONS						
PEGOVIDORIO						
RESOURCES						
Matriculation support materials (enrollment guides, maps)						
Student Ambassadors						
Outreach Specialist						
T (T)	T					
Last Edits:		A	.			
Responsible:		Approved by	':			
Date for Review:		File Ref:				
Previous Titles:						



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Laney College Outreach Office

900 Fallon Street • Oakland, CA 94607 510-464-3537 • Email: dreed@peralta.edu

COMMUNITY OUTREACH

REQUEST FORM

DATE:						
REQUESTED DATE OF ACTIVITY: (INCLUDE TIME OF EVENT)						
ORGANIZATION or SCHOOL: (COMPLETE ADDRESS AND ZIPCODE)						
CONTACT PERSON:						
AREA CODE & PHONE NUMBER (PLEASE INCLUDE CELL# IF POSSIBLE):						
DESCRIPTION OF GROUP:						
NUMBER OF STAFF FROM YOUR ORGANIZATION WHO WILL BE AT EVENT:						
ACTIVITY REQUESTED (Check items that apply)						
☐ Workshop ☐ Campus Tour ☐ Information Booth ☐ Training ☐ Panel						
☐ Presentation						

ITEMS REQUIRED FOR ACTIVITY						