STANDARD OPERATING PROCEDURE

<table>
<thead>
<tr>
<th>DEPARTMENT:</th>
<th>Student Services/Outreach</th>
<th>TITLE:</th>
<th>Outreach Event Reservation</th>
</tr>
</thead>
<tbody>
<tr>
<td>PURPOSE:</td>
<td>Schedule Campus Visits and Tours Via the Outreach Office</td>
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**PROCEDURE:**

**Step 1:** A school or organization contacts the outreach office via phone or email to inquire about scheduling a campus tour, group orientation, or other campus visit.

**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 event is calendared and Ambassador(s) or other pertinent staff is assigned to the event (example: campus tour).

**Step 5:** A campus map and other logistical information is emailed to the visiting group at least one week prior to event.

**Step 6:** The completed Outreach Event Reservation Form is filed, contact information is verified in database.
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**KEY WORDS**
- Orientation
- Student Ambassador
- Outreach Event Request Form

**DEFINITIONS AND ABBREVIATIONS**

**RESOURCES**
- Matriculation support materials (enrollment guides, maps)
- Student Ambassadors
- Outreach Specialist

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<tr>
<th>Last Edits:</th>
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<td>Responsible:</td>
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<td>Date for Review:</td>
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<td>Previous Titles:</td>
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04-22-10
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

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ITEMS REQUIRED FOR ACTIVITY

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