|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| A picture containing text, font, logo, graphics  Description automatically generated | | **EVENT REQUEST FORM**  **Pending Approval of Team Leader and Board Link** | | | | **Date submitted:** |  | |
| **Date approved:** |  | |
| **Presenter/**  **Facilitator** | | **Name (as it will appear on check)** | | | | **Email:** | | |
|  | | | |  | | |
| **Mailing Address** | | | | **Phone:** | | |
|  | | | |  | | |
|  | | | |  | | |
| **Description**  ***(Title, subject, format, brief description of event)***  **Why would someone be interested in taking this class or attending this event?**  **Use additional paper is necessary.** | | **Name of Event** | | | | | | |
| **TITLE:** | | | | | | |
|  | | | | | | |
| **Event Type: (check box)** | | **Proposed Date(s)** | | | | **Time** | | |
|  | **SALT** (Sunday Adult Learning Time) |  | | | |  | | |
|  | **Class** |  | | | |  | | |
|  | **Concert** |  | | | |  | | |
|  | **Event** |  | | | |  | | |
| **Presenter’s relevant training, credentials, BIO information? A photo of presenter. (That can be used in promotional materials.)** | |  | | | | | | |
| **Requirements: Describe audio visual, technical, set-up, or other supplies/needs?**  **Provide Power Point, YouTube or other links.** | |  | | | | | | |
| **Cost for Participants:**  **Love offering or other?** | |  | | | | | | |
| **Anticipated Cost to USCL: attach budget.** | |  | | | | | | |
| **Payment due to Facilitator (check box)** | | **50/50 split between USCL and facilitator** |  |  | **Other: (describe)** | | |  |
| **Check Delivery**  **(check box)** | | **Will pick up** |  |  | **Please Mail** | | |  |

|  |  |  |
| --- | --- | --- |
| **Other Facilitator Information** | |  |
| **Facilitator permits this event to be: (check applicable boxes)** | | |
|  | **In-person** | |
|  | **Virtual (ZOOM or other technology)** | |
|  | **Hybrid (In-person and Virtual)** | |
|  | **Recorded** | |
| **As a facilitator at Unity, I understand that I am in a role that carries with it authority and power. I have a responsibility to protect participants' right to privacy unless there is explicit permission to record or share comments from the class.**  **I will maintain boundaries appropriate to a professional relationship and refrain from any conduct that would constitute sexual misconduct or sexual harassment. I will maintain the boundaries of a professional relationship, recognizing that it is my responsibility to do so.** | | |
|  | | |
| **Facilitator Signature and Date (above)**  **Electronic signature in accordance with Uniform Electronic Transactions Act 305 of 2000.** | | |
| **USCL Office notes** | | |