

REQUEST FOR CULTURAL CREDIT EVENT

For The College of Arts & Sciences and/or The School of Business

Cultural Attendance Requirement

1. Event title: _____

2. Description: _____

3. Faculty/Staff/Student Planning Event: _____

Email: _____@stetson.edu

Dept./Club/Org. Planning Event: _____

4. The person who will be responsible for taking the attendance at the event will use scanners exclusively. Students without an ID will not receive credit. The scanners must be picked up at the duPont Ball Library on the day of the event, where instructions for use will be given. Return scanners to the Library as soon as the event is completed: **NOTE: You will only need one scanner as the process is scan out only.**

5. Do attendees of your event need reservations in advance? If yes, person responsible/contact number:

_____ Email: _____@stetson.edu

6. Has the event/location been entered in the university calendar system and approved?

Yes No

NOTE: The event will only be considered for a Cultural Credit if it has been added and the room/location has been approved in the university calendar system prior to handing in this form.

7. Location reserved by you or faculty sponsor for the event: _____

8. Date: _____ Beginning Time: _____ Ending Time: _____

9. Faculty Sponsorship: Cultural Credit events must have a faculty sponsor because these events are used to satisfy a graduation requirement. (Please print name in the following statement).

I, _____, certify that this cultural event has significant intellectual or cultural value and furthers the educational goals of the academic unit I represent.

Signature of Faculty Sponsor of event/Date

Approved by Dean/Coordinator

Date

Deliver form to the appropriate Dean/Coordinator's Office ten school days prior to event for approval.

*****Office Use Only*****

___ Arts & Sciences ___ Business ___ Both

Scanners # _____

Event Code # _____