

## NEIU President / Vice President for Student Life Activity Participation Request Form

Request is for (check all that apply): ☐ President Hahs ☐ VP Ross

Name of Activity: \_\_\_\_\_

Requested by:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization/Department: \_\_\_\_\_

Date of activity (MM/DD/YY): \_\_\_\_\_

Time of activity: \_\_\_\_\_ (Start) \_\_\_\_\_ (End)

Location of activity: \_\_\_\_\_

Target Audience: (i.e. new students, students holding leadership positions, faculty, staff, etc.)

Participation Level Requested (check all that apply):

☐ Welcome Remarks (indicate time below)

- Start Time: \_\_\_\_\_
- Length of remarks (i.e., 5 minutes, 10 minutes, etc.): \_\_\_\_\_

☐ Attend event (no formal participation required)

☐ Participate in an activity. (This could include anything from participating on a panel to being involved in a recreational event. Please describe the activity and if any preparation will be needed):

\_\_\_\_\_  
\_\_\_\_\_

☐ Other (Please describe):

\_\_\_\_\_  
\_\_\_\_\_

If requesting Welcome Remarks, please attach or include:

- General outline with bullet points
- Schedule
- Background Information about the activity and/or organization