Core PURPOSE***LAB***

FA17 Approval Request **Submit to:** [**catherine.harvey@valpo.edu**](mailto:catherine.harvey@valpo.edu)

|  |  |
| --- | --- |
| **Required Information** | |
| Title of Event |  |
| Date(s) |  |
| Time (Please note start and end time) |  |
| Location |  |
| Admission Cost – Ticket Information |  |
| Brief Description of how the event will help students explore their sense of purpose: |  |
|
|
| Sponsoring Organization or Department |  |
| Name & Title of Person responsible for ***quality*** of Content: |  |
| Have you attached the advertisement for your event? If so, name of ppt, pdf, etc. |  |
|  | *Please do not advertise your event as “****Core Purpose Lab approved****” until you have received approval* |
| **PURPOSE LAB CATEGORY:** | Place an “X” by those that most apply (limit 2): |
| Knowing Yourself |  |
| Stepping Outside Yourself |  |
| Understanding Place & History |  |
| Imagining New Possibilities |  |
| **Contact Information** | |
| Date Submitted |  |
| Submitted by |  |
| Phone |  |
| e-mail |  |
|  | Forms must be submitted at least one week prior to the event in order to decide whether or not it can be advertised as “**Core Purpose Lab approved**” |
| **For Office Use Only** | |
| Approved | Date: |
| Denied | Date: |
| **Notes:** |  |
| Response to Requester: | Event Posted: Core Calendar Flyer ASB |

**NOTE:** When submitting this form for approval, please use the naming convention as follows:

Date.of.event.SponsoringOrg.BriefTitle ex: 9.1.17.ENGL.Wordfest.doc or 9.1.17.Core.PurposeLab.doc