Core PURPOSE***LAB***

 FA17 Approval Request **Submit to:** **catherine.harvey@valpo.edu**

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| --- |
| **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: |   |
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|
| 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