TCU

Academic Affairs
Request for Approval: **On-Campus Activity or Event**
Stage 3/4
Spring 2021

What events must be approved?

Until further notice, all TCU sponsored activities and events must be approved using the process described in this Form.

Who must approve events?

All events and activities require first approval by the Dean with review and final approval by the Provost.

What is the approval process?

Step 1: The activity/event organizer completes attached form for review, signature and approval by the Dean.

Step 2: Dean review to assess health and safety and College priorities, and to align with guidance for stages (assessment matrix and timing considerations.

Step 3: Dean approves and submits for review and registration of activity to ConnectedCampus@tcu.edu .

Step 4: Provost Office registers approved activities and confirms registration with Dean.

Step 5: Dean retains documentation including participant list and health and safety plan.

Does each activity require a health and safety plan?

The activity review and approval process requires the Dean to assess multiple risk factors associated with the activity in making a determination. Therefore, each proposal should include a health and safety plan. The standard health and safety plan can be adapted to a variety of classroom-type settings. Please contact Sandy Callaghan (s.callaghan@tcu.edu) if an activity structure is more complex and requires additional review by Campus Emergency Management (Sean Taylor).

Academic Affairs Request for Approval: On-Campus Activity or Event

Name of Activity					
This activity is schedule during:					
Stage 1: Through 11/24		Stage 2: 11/24 – 1/18		Stage 3: 1/19 – 1/31	Stage 4: 1/19 – 2/1

Sponsoring Department or Unit	

Description of Activity	

Date(s) of Activity		Time (Start/End)	

Location of Activity (describe as appropriate)	

Anticipated Number of Participants:	Students		Employees	

Description of Student Participants (attach list if additional space is required)

Please identify leaders/facilitators (with title or description)

Will any participants or vendors be in attendance who are not affiliated with TCU (student/employee)?	YES		NO	

If yes, please describe

Will food be served? If yes, please describe (include vendor and food service arrangement such as boxed, buffet, etc.)	YES		NO	

Will any aspect of the event be conducted outdoors?	YES		NO	
If yes, please describe				

Do any planned activities require physical contact or limit the ability for participants to maintain 6 ft physical distancing?	YES		NO	
If yes, please describe				

* Attachments:

- ☐ *Please attach anticipated participant list with role (student, instructor, campus visitor, etc.)*
- ☐ *Please attach program itinerary, as appropriate*

I request approval for this activity or event

Organizer Name (printed)		Date	

I have reviewed the activity proposal including the health and safety plan. I approve this activity, noting that this activity proposal:

- is consistent with the priorities of the College.
- adheres to current University and state and local guidance for health and safety and permitted activities.
- is consistent with the criteria and intention of the guidance provided for the staged return to increased activity in Academic Affairs.

(Dean or Vice Provost/Associate Provost when there is no Dean in the reporting line):

Name (printed)		Date	
Dean Signature (You may use Adobe Sign)			

Please provide any additional notes or caveats included in your approval: