



Academic Affairs  
Request for Approval: **On-Campus Activity or Event**  
Spring/Summer 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. On-campus activities involving fewer than 10 participants, no food service, and no external visitors may be approved by the Dean with no further review.

**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](mailto: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](mailto: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:			
Spring 2021		Summer 2021	Note that Summer 2021 activities may be submitted for consideration, but approval is pending guidance by the University.

Sponsoring Department or Unit	
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Description of Activity	
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Date(s) of Activity		Time (Start/End)	
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Location of Activity (describe as appropriate)	
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Anticipated Number of Participants:	Students		Employees	
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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	
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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	
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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	
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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 <small>(You may use Adobe Sign)</small>			

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