

# Convocation Program Proposal Form

This form is also available online at [www.samford.edu/um](http://www.samford.edu/um).

## To qualify for Convocation credit, an event must:

- Seek to provide opportunities for students to integrate Christian faith and learning.
- Promote the spiritual, intellectual, professional, cultural and/or artistic development of students.
- Be sponsored by a Samford faculty or staff member.
- Have a defined starting and ending time with attendance fairly taken and traffic flow monitored by the event sponsor.

## To submit a Convocation proposal:

- Check the Convocation and University calendars to assure that your event does not conflict with another Convocation event or a major event on campus.
- Submit this form to University Ministries two weeks in advance of the event. This form may be emailed to [mskerlin@samford.edu](mailto:mskerlin@samford.edu), faxed to x2822 or delivered to Burns 203.
- Once the event is approved, an email will be sent to the sponsor and the event will appear on the Convo calendar.
- University Ministries will typically schedule scanners for each approved Convocation event. If scanners are unavailable, University Ministries may ask the event sponsor to assist with scanning ID cards.

## To keep in mind during the event itself:

- Students who enter a program more than 10 minutes after its advertised starting may not receive credit for that event.
- As a matter of university policy, "The use by students of cell phones, messaging devices and other electronic devices (e.g. recording devices, music players, PDAs, computers) is prohibited at public events (e.g. concerts, convocations, theater productions, lectures) unless specifically permitted by the event sponsor." Students who violate this policy may be denied Convocation credit.
- Students who fail to bring their ID cards to an event may not receive credit.

## Event Details:

Name of event: \_\_\_\_\_ Date of the event: \_\_\_\_\_

Does the event conflict with another Convocation event? \_\_\_\_\_ Starting time of your event: \_\_\_\_\_

**Exact** ending time of event: \_\_\_\_\_ Location of event: \_\_\_\_\_ What is the R25 space reservation number? \_\_\_\_\_

Faculty or staff sponsor: \_\_\_\_\_ Extension: \_\_\_\_\_ Email: \_\_\_\_\_

Person completing this form: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Give a brief description of the event and those who will speak/facilitate/perform: \_\_\_\_\_

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How will the event connect Christian faith and learning for those students in attendance? Please be specific.

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