

### Outreach Procedure

If a student club/organization would like to host an outreach event where they will be providing oral health education, the following steps must be followed.

1. Complete the Outreach Request Form and submit to Christine Marsh. The following information must be included:
  - a. Description of Event
  - b. Location
  - c. Date:
    - i. What day of the week?
    - ii. If event will take place during scheduled classes, students must complete the **Scheduled Absence from the SDM Form** and submit it to their Clinic Coordinators and the Office of Education for an absence in C-Base
  - d. Start/end time of event
  - e. Approval of event from location (can attach email of approval from them)
  - f. Club/Org requesting outreach event must complete the SDM Outreach Request Form and all supporting documents:
    - i. Student Contact: Name/Email
    - ii. Advisor signature
      1. Is the advisor or another faculty member attending?
    - iii. Outreach Student Attendance Log
    - iv. Assumption of Risk Form
      1. All students attending must sign an Assumption of Risk Form
  - g. Content:
    - i. Slides must be provided if applicable
    - ii. What equipment or supplies are being used (i.e. puppets, books)
2. Upon receiving the outreach request form and all supporting documents, Christine will review all the information provided including, content, location and will sign off if approved.
3. Christine will then submit the form/supporting documents with her signature to Dr. Zove to review and approve/deny
4. Once a decision has been made, Dr. Zove will email OOE and Christine of the decision at which point Christine will notify student contact.