

Outreach Request Form

Once completed, please email form and all supporting documents to [Christine.marsh@stonybrookmedicine.edu](mailto:Christine.marsh@stonybrookmedicine.edu). All requests must be submitted **at least 4 weeks in advance**.

<p><b>Section A. Outreach Information</b></p> <p>Event Location: _____</p> <p>Proposed Date of Event: _____</p> <p>Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun <input type="checkbox"/></p> <p>Start Time: _____ End Time: _____</p> <p>Has the location approved your request to host an event there? <input type="checkbox"/> Yes* <input type="checkbox"/> No <b>*Please attach approval with form</b></p> <p>Expected Number of Guests: _____ Age Range: _____</p> <p>Description of Event: _____          _____          _____</p> <p>How will your content be delivered? _____          _____          _____</p>	<p><b>Section B. Student Club/Organization Information</b></p> <p>Club/Organization Name: _____</p> <p>Student Contact: _____</p> <p>Student Email: _____</p> <p>Expected number of Students Participating? _____</p> <p>Will faculty advisor be attending*? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>*ALL SCREENING EVENTS REQUIRE A FACULTY MEMBER TO BE PRESENT. FOR ORAL HEALTH EDUCATION EVENTS, A FACULTY MEMBER MUST APPROVE EDUCATION CONTENT, BUT DOES NOT NEED TO BE PRESENT</b></p> <p style="text-align: center;"><b>FACULTY ADVISOR APPROVAL</b></p> <p>Faculty Advisor Name: _____</p> <p>Faculty Advisor Signature: _____</p> <p>Faculty Advisor Date: _____</p>			
<p><b>Section C. Supplies/Materials required for event</b></p> <p><b>I. Do you need to purchase and/or borrow any materials/supplies for event?</b></p> <p><input type="checkbox"/> Yes (fill out section below) <input type="checkbox"/> No* (Skip section C) <b>** If you need AV equipment, please check with location to see if you need to bring your own</b></p> <p style="text-align: center;"><i>List of Materials &amp; Supplies</i></p> <p>_____</p> <p>_____</p>				
<p><b>Section D. Outreach Checklist</b></p> <table style="width:100%;"> <tr> <td style="width:50%; vertical-align: top;"> <p><input type="checkbox"/> I have attached the outreach approval from the location.</p> <p><input type="checkbox"/> I have included a list of the students that we anticipate will be attending this event.</p> <p><input type="checkbox"/> I have included a signed Assumption of Risk form for each student attending the event.</p> <p><input type="checkbox"/> I understand that I must fill out an attendance log after event and submit it to Christine Marsh (available to download below).</p> </td> <td style="width:50%; vertical-align: top;"> <p><input type="checkbox"/> I understand that we are only permitted to provide oral health education (non-clinical) and therefore a faculty member does not have to be present.</p> <p><input type="checkbox"/> I have included the content of the event (slides, book description, etc.) with this form.</p> <p><input type="checkbox"/> I understand that if the outreach event takes place during classes, I must receive approval from faculty member(s) <b>and</b> submit an absence on Cbase.</p> </td> </tr> </table>		<p><input type="checkbox"/> I have attached the outreach approval from the location.</p> <p><input type="checkbox"/> I have included a list of the students that we anticipate will be attending this event.</p> <p><input type="checkbox"/> I have included a signed Assumption of Risk form for each student attending the event.</p> <p><input type="checkbox"/> I understand that I must fill out an attendance log after event and submit it to Christine Marsh (available to download below).</p>	<p><input type="checkbox"/> I understand that we are only permitted to provide oral health education (non-clinical) and therefore a faculty member does not have to be present.</p> <p><input type="checkbox"/> I have included the content of the event (slides, book description, etc.) with this form.</p> <p><input type="checkbox"/> I understand that if the outreach event takes place during classes, I must receive approval from faculty member(s) <b>and</b> submit an absence on Cbase.</p>	
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<p style="text-align: center;"><b>CHRISTINE MARSH APPROVAL</b></p> <p>Event Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Content Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>List of Attendees provided: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Assumption of Risk Forms received: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Approval from location provided: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Print Name: _____</p> <p>Signature/Date: _____</p>	<p style="text-align: center;"><b>DR. ZOVE APPROVAL</b></p> <p>Event Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Appropriate Parties Notified: <input type="checkbox"/> Yes <input type="checkbox"/> No  <i>(Office of Education, Christine Marsh)</i></p> <p>Print Name: _____</p> <p>Signature/Date: _____</p>			