

## **Policy for Speaker Gifts and Giveaway Items**

The Office of the Associate Dean for Student and External Relations will maintain an inventory of speaker gifts and giveaway items.

**The following guidelines apply:**

1. Faculty/staff requesting items **MUST** complete the **Speaker Gift/Giveaway Request Form** (see page 2) and supply the name and affiliation of the person to receive the gift and the function performed by the guest (or the type of event the item is needed for) on or before the time the item is needed.
2. Only one item is to be given to any individual guest speaker or participant.
3. Prior approval of the Dean (or one of the Associate Deans) is required if:
  - a. More than 4 speaker gifts are requested at one time, or
  - b. More than 100 giveaway items are requested at one time, or
  - c. More than 1 gift valued at \$30 is requested, or
  - d. Any other exceptions are needed.

## Speaker Gift/Giveaway Request Form

Requestor Name: \_\_\_\_\_

Gift Given: \_\_\_\_\_

**Please complete the appropriate section below.**

### **Guest Speaker**

Classes Spoken To: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Speaker Name</b>	<b>Speaker Title and Affiliation</b>

### **Academic Competition, Panel Presentation or Employer/Recruiter**

Event Description: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Participant Name</b>	<b>Participant Title and Affiliation</b>

### **Banquet Speaker or Guest Lecturer**

Event Description: \_\_\_\_\_ Date: \_\_\_\_\_

Speaker Name: \_\_\_\_\_

Speaker Title and Affiliation: \_\_\_\_\_

### **COBA-Sponsored Conference or Student Recruiting Event**

Event Description: \_\_\_\_\_ Date: \_\_\_\_\_

**CONFERENCE:**

Number of Koozies Requested \_\_\_\_\_

**STUDENT RECRUITING EVENT:**

Number of Highlighters Requested \_\_\_\_\_

Number of Emery Boards Requested \_\_\_\_\_

Number of Stadium Cups Requested \_\_\_\_\_

Approval Signature (if required): \_\_\_\_\_

Date: \_\_\_\_\_

Items Issued by: \_\_\_\_\_

Date: \_\_\_\_\_