

OUTREACH REQUEST FORM

Today's Date: _____ Submitted By: _____

Department/Organization: _____

Contact Person's Name: _____

Contact Person's Phone #: _____ Contact Person's E-mail: _____

Dates and Times Presentation May Be Given:

A/V Equipment Available?

- | | Date | Time |
|----|-------|-------|
| 1. | _____ | _____ |
| 2. | _____ | _____ |
| 3. | _____ | _____ |
| 4. | _____ | _____ |

Yes:

No:

Upon Request:

Structure/Flexibility of Room:

Moveable Chairs:

Moveable Tables:

Moveable Desks:

Stadium Seating:

Location of Presentation: _____

Length of Presentation: _____

Number of Participants Expected: _____

Composition of Participants Expected (e.g. staff, faculty, students, etc.):

In Contact Person's experience, please describe how interactive participants are during presentations:

Topic(s) to be Addressed (please be specific):

Goals of Presentation / Desired Learning Outcomes / Needs of Participants:

Note: CAPS will make every attempt to fulfill your request. However, due to limited resources and/or the unavailability of staff during the requested date(s)/time(s), we cannot guarantee our ability to do so. The likelihood of fulfilling your request increases if there are multiple dates and times available from which we can choose. Please be aware that we require at least 4 weeks advance notice for requests occurring during regular business hours (M-F 8:00 a.m.-5:00 p.m.) and 6 weeks advance notice if your request includes evening hours, weekends, or holidays. Please know that due to the increased demand for clinical services, we will be unable to fulfill requests received during the final 4 weeks of the semester. You are encouraged to refer students to CAPS Wellness Workshops on Stress, Mood, and Thoughts/Anxiety for any requests we are unable to fill related to those topics. Please contact Valerie Minchala, Ph.D., Outreach Coordinator, via email at vminchala@fullerton.edu or via phone at (657) 278-3040 with any questions. Thank you.