



Request for Promotional Materials - Flyers

Please use this form to request development of flyers to advertise classes. The request needs to be received by the Office of the Community Education dean **no later than four weeks** before the start of classes. Requests for flyers will not be honored once class(es) start.

Instructor's Name: _____

Phone: _____ Email: _____@hancockcollege.edu

I am requesting flyers to advertise the following class(es):

CRN	Prefix/Number	Course Title	Location	# of flyers
TOTAL				

I intend to distribute these flyers as follows (provide details of your flyer distribution plan):

The flyer should include the following information for each class that needs a flyer:

FOR OFFICE USE ONLY:

Date received: _____

Total # of flyers requested: _____ Estimated total cost for request: _____

Budget Review:

- Date reviewed: _____ Reviewer: _____
- Community Ed funding is available to fulfill request: YES NO
- If Community Ed funding is not available, does request meets CAEP funding criteria:
 YES NO
- I have reviewed the request and approve use of CAEP funding:

Marina Washburn, CAEP Director (signature) date

Dean approval: YES NO

Sofia Ramirez Gelpi, academic dean (signature) date

FOAP to be used: _____

If request is denied, reason for denial:

Request submitted to PIS: _____ (date)

Notification to requestor: _____ (date)