

Notification of Outreach Activity/Visit

The purpose of this form is to notify the Outreach Office and/or the College of any outreach activities or visits scheduled. Once this form is submitted the event, activity, or visit will be posted on the Outreach Calendar, which is accessible online.

Type of Activity/Visit:

- High School Outreach
 Off-Campus Outreach
 On-Campus Outreach

Briefly describe the nature of the activity and/or visit:

Faculty/Staff Name:

Program/Division/Area:

Phone or Ext. #:

Email:

Date(s)	Time(s)	Location(s)

If your activity/visit requires support from the Outreach Office, please describe below:

- I need someone from the Outreach Office to attend my activity/visit with me.
 - Spanish-speaking** (need at least two weeks notice)
- I need materials from the Outreach Office.
 - General Information Kit** including: Schedules, Catalog, Welcome to LPC Brochure, Early Admissions Applications, Concurrent Enrollment Applications, Financial Aid info/ applications, CalWORKS info, DSPS brochures, EOPS/CARE brochures, Honors Transfer Program info, Transfer Agreement info, AA & AS Degrees, Transfer flyers to CSU & UC, H.S. Senior Parent Night flyer, EXPO info, Assessment Testing schedule, Steps for New Students flyer, Career/Transfer/ Employment info.
 - Transfer Information Kit** including: Transfer Agreement info, AA & AS Degrees, CSU GE flyer 2T, IGETC flyer, Transfer flyer UC 6T, Architecture 23T, Business Admin. 35T, Haas School of Business 36T, Computer Science 44T, Engineering 60T, Laser Technology 130C, Engineering brochure, Career/Transfer/Employment info.
 - Other** (please specify materials required):

Please fill out this form and return to the Outreach mailbox in Building 100 or 700, or email it to jheath@laspositascollege.edu. If you have any questions, please do not hesitate to call Jenna Heath at 424-1487. Thank You!