

SOUTH COLLEGE

CONFERENCE/SYMPOSIUM ROUTING SLIP

INTERNAL DOCUMENT

All conference/symposium proposals must have the appropriate signatures as indicated below prior to the conference/symposium being publicly announced. A substantially complete draft of the conference/symposium brochure and the projected budget (projected revenue and expense) must be attached to this routing slip. *The President and/or Executive Vice President will sign only after all appropriate persons have signed.*

Sponsor:

Conference/Symposium Title:

Conference/Symposium Director Name:

This Conference/Symposium is (please check one):

New Continuation/Renewal → Account No. _____

Signatures:

Conference/Symposium Director _____ Date _____

Unit Head/Division Head/Chair _____ Date _____

Dean _____ Date _____

Director of Sponsored Programs _____ Date _____

Chief Financial Officer _____ Date _____

President and/or Executive Vice President _____ Date _____

Upon completion of the Conference/Symposium, a final revenue and expense report and a summary of the attendee evaluations must be prepared and provided to the Office of Sponsored Programs.

SPONSORED PROGRAMS OFFICE USE ONLY:

Final Revenue and Expense Report Received Date:

Attendee Evaluations Summary Received Date:
