

POST OFFICE ADVERTISING REQUEST FORM

WHO?

1. PERSON REQUESTING APPROVAL (YOU)

❖ first and last name:

❖ cell phone # (or best contact #):

2. SPONSORING DEPARTMENT

❖ name of department:

❖ department approval (first and last name):

❖ cell phone # (or best contact #)

WHAT?

of handouts _____

size of handouts _____ x _____ (inches)

(maximum size is 8.5" x 11")

WHERE?

Which students are you advertising to? Circle the appropriate answer below:

1. ENTIRE BU COMMUNITY

2. ONLY CERTAIN STUDENTS
(DESCRIBE BELOW)

3. OTHER (DESCRIBE BELOW)

WHEN?

The handouts will be stuffed in P.O.'s on:

(date) ____/____/____

Approved times:

ONLY Mon-Fri 8-10a & 12-4:30p

WHY?

My handouts are advertising for:

SIGNATURES OF APPROVAL

CHURCH MINISTRIES ADMIN. ASSISTANT (CHURCH EVENTS): _____ DATE: _____

CAMPUS MINISTRIES CAMPUS PASTOR (MINISTRY EVENTS): _____ DATE: _____

STUDENT LIFE ADMINISTRATIVE ASSISTANT (ALL EVENTS): _____ DATE: _____

After obtaining the necessary signatures, be sure to have CAS Student make a copy.