FORM OE-1

COLLEGE OF FORESTRY
OUTREACH EDUCATION EVENT PROPOSAL

A proposal is required for all Outreach Education events offered within the College of Forestry. Prior to preparing this form (OE-1) or the budget form (OE-2), the event leader must meet with the College of Forestry Outreach Education staff.

Title of Event:

Date(s) and location of Event:

Event Co-Sponsor (if applicable):

Event Audience and Size:

Event Description: (include goals and a general plan for the event)

Will proceedings be published? ☐ Yes ☐ No

Will this course be offered for OSU credit? ☐ Yes ☐ No

Planned Evaluation: ○ Overall Program ○ Leader ○ Speakers ○ Other

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Submitted by:

1. _____
Event Leader Date

2. _____
Director of Outreach Education Date

Approval:

3. _____
Department Head Date

4. _____
Associate Dean for Extended Education Date

Noted: 5. _____ _____ _____
Director of College Services Date Index Interest Code

Rev. 3/05