AUBURN UNIVERSITY OUTREACH INFORMATION and CEU ACTIVITY RECORD FORM

PROGRAM INFORMATION (please print clearly or type):

Program Title ____________________________________________________________

Sponsoring College/School _____________________________________________ Dept. __________________

Program Contact ___________________________________ Phone ___________ Email ____________________

Program Location: City __________________________________ County __________ State ____________

Begin date ___________ Number of program meeting days ___________ End date ________________

(If this offering is scheduled as a repeat offering during the fiscal year, attach list of dates and corresponding locations.)

Anticipated number of participants ___________ Number of hours of instructional contact ___________

PROGRAM DESCRIPTION/LEARNING OBJECTIVE (Briefly):
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________

PLEASE CHECK ALL THAT APPLY:

<table>
<thead>
<tr>
<th>Academic Level</th>
<th>Primary Instructional Format</th>
<th>Type Of Activity/Program</th>
<th>Funding Sources</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Public</td>
<td>Classroom</td>
<td>Conference, Institute, Symposium, Lecture</td>
<td>Fees</td>
</tr>
<tr>
<td>Intro. Undergrad</td>
<td>TV/Video/DVD</td>
<td>Course, Workshop, Seminar, Certificate</td>
<td>Grant/Contract</td>
</tr>
<tr>
<td>Undergraduate</td>
<td>Computer/CD/Web</td>
<td>Directed/Independent Study, Distance Ed.</td>
<td>Dept. Funds</td>
</tr>
<tr>
<td>Graduate</td>
<td>Multimedia</td>
<td>Youth program, Camp, Community Course</td>
<td>Other: _______________</td>
</tr>
<tr>
<td>Post Graduate</td>
<td>Individualized</td>
<td>Formal meeting, Hosted Association, etc.</td>
<td>______________________</td>
</tr>
</tbody>
</table>

PROGRAM CLASSIFICATION and CEU APPROVAL

Per university policy, all non-credit instruction must be reported and classified by category of activity. Only Category I activities may award CEUs; prior approval is required for CEU awards. Information about this process is contained in the Auburn University CEU Policy and Outreach Reporting Guidelines.

Program Category Requested (Check one)

I. ______ Formal non-credit instruction (CEUs awarded to eligible participants)
II. ______ Formal non-credit instruction (No CEUs are awarded to participants)
III. _____ Other outreach activities, informal instruction, presentations, etc.

I have reviewed the activity described above and categorized it appropriately. For Category I activities, provisions have been made to meet the requisite criteria and to submit participant CEU registration forms at the conclusion of the activity.

Program Chair ___________________ Date __________

Director/Dept. Head _______________ Date __________

Dean/Outreach Representative ________ Date __________

NOTE: Please submit one (1) copy of program brochure or other descriptive material with this form.

Send completed form to:
Outreach Information/CEU Certification
Office of Public Service
201 O. D. Smith Hall, 135 S. College Street
Auburn University, AL 36849-5607
(334) 844-4730 -- Fax: (334) 844-4731
outreach@auburn.edu

Upon the conclusion of the activity, please report the actual number of participants (or notice of cancellation) to OPS.

OPS USE ONLY

Program Number (CID) ____________________________

CEU'S Approved ________________

Director & CEU Officer, OPS ________________ Date __________