

Certified Student Organization Event Request

Certified student organizations are encouraged to have their sponsored events posted in Outside of the Classroom Curriculum on the student portal, my.pitt.edu. This gives your student organization visibility and enables students who participate in your organization's events to earn credit toward completing an OCC goal.

The OCC Event Posting Request must be submitted to the Student Organization Resource Center (SORC) at least 5 business days in advance of the event. Submission of a request does not guarantee approval as an OCC event.

When providing an OCC approved event, the organization is responsible for recording student attendance for the OCC by using a portable Student ID card swiper. Card swipers are available at the SORC and can be picked up no earlier than the day before the event and returned no later than the day after the event during normal business hours. Organizations are responsible for damages or loss of OCC swipers loaned for the event.

Organization:

Officer Name:

Position:

Email:

Phone:

Program Title:

Program Date:

Time:

Location:

Target Audience:

Estimated Attendance:

Event Description (as it is to appear in the OCC event posting):

Please identify the OCC goal and the subcategory of that goal that are most relevant to the purpose of your event.

OCC Goal Category:

Subcategory:

Would you like an event flier posted on the OCC bulletin board? Yes No
If yes, email the flier to sorc@pitt.edu in PDF format with this request.

For Office Use Only

Req #	Swiper #	Approval Signature:	
Rec'd By:	Rec'd Date:	OCC Entry By:	OCC Entry Date: