

Texas A&M - University- Corpus Christi

Participation Authorization

Participation in #GivingTuesday requires supervisor approval prior to registration. This form must be completed prior to finalizing registration.

This volunteer activity will be considered part of the workday. Employees will not be submitting leave requests as part of this event.

Participation time includes reasonable travel time to/from the event, in addition to the time volunteering.

Division of Student Engagement and Success will record hours of participation and can provide the information to supervisors upon request. Contact Ann DeGaish at ann.degaish@tamucc.edu to request this information.

EMPLOYEE: _____ TITLE: _____

EMPLOYEE UIN NUMBER: _____ PHONE: _____

COLLEGE: _____ DEPARTMENT: _____

SUPERVISOR: _____

SUPERVISOR TITLE: _____ PHONE: _____

SUPERVISOR EMAIL ADDRESS _____

SERVICE PARTNER SITE: _____

REQUESTED TIME OF SERVICE: _____

EXPECTED RETURN TIME: _____

EMPLOYEE Signature

Phone number

Immediate Supervisor's or Authorized Designee Signature

Type/Print NAME

Type / Print Name

Date

Title

Date