



Political Activity Request Form

Before planning and announcing an on-campus or off-campus event that includes a political candidate, a faculty member, department, or student organization (Host) must submit this form and receive written approval. The President and Dean must approve requests from a faculty member or department, and the Student Affairs Office must approve requests from student organizations. Please note that no individual will be allowed to speak in their capacity as a political candidate at a Southwestern event within 45 calendar days before the election day.

Instructions: Faculty members and departments must complete and submit this form to lawdean@swlaw.edu. Student organizations must complete and submit this form to studentaffairs@swlaw.edu. The Host must submit this request at least 45 calendar days before the anticipated event and should allow at least 5 business days for the request to be considered.

Host Information

Date submitted: _____ Faculty member, department, or student organization: _____

Contact person: _____ Contact email address: _____

Contact phone number: _____

For student organizations only, name of faculty advisor: _____

Detailed description about the event, including purpose and topics to be covered:

Describe the intended audience for the event:

Identify any other individuals who will be participating in the event as

Additional information required:

Legal or compliance issues flagged:

Dean/Associate Dean of Student Affairs Review:

Date completed:

Approved: < H Ψ R

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