

Dillard University

Recruitment Request Form

Submit this form to the Office of Enrollment Management & Admissions via email to dhess@dillard.edu or fax (504)816-4895. Requests should be made **1(one) month prior to the event.**

Requestor's Name: _____ **Phone:** _____
Email: _____ **Alumni Chapter (if Applicable):** _____

Request for university representation at a recruiting event

Event Name: _____ Event Date: _____
 Event City & State: _____ Participation Fee Amount: _____

***Please attach a copy of the event invitation or advertisement including event details and organizer contact information.

- I (or my chapter) will participate in this event on behalf of Dillard University.
 Participants' Names: _____ Contact Number: _____
- Neither I, nor my chapter, am available to participate in this event. Please send a Dillard representative.
- I (or my chapter) am willing to cover the participation fee for this event (If approved, proof of payment must be forwarded to Donnika Hess, dhess@dillard.edu, (fax) 504-816-4895)
- There is no fee required to participate

Materials Requested

University Brochures Applications Prospect Cards
 Name and Address where materials should be mailed: _____

I agree that all materials collected by me or my chapter from prospective students expressing interest in attending Dillard University must be submitted to the Office of Recruitment, Admissions and Programming within **2 (two) business days** following the event. I also agree to submit the event evaluation form after the event is complete.

_____ _____
 Requestor's Signature Date

For Office Use Only

Date Request Received/Name of Receiver: _____ / _____

- Event approved for representation by university staff member. Rep's Name: _____
- Materials Approved to be sent to alumni. Date mailed/ Name of Sender: _____ / _____
- Budget approved for participation fee Receipt copy received (if paid by alumni or chapter)

Approver's Signature *Date*