



PROPOSED SPEAKER, DIGNITARY OR AWARD RECIPIENT – APPROVAL FORM

Submit this form before contacting or notifying a:

- Proposed speaker for a University-hosted public lecture or event
- Proposed dignitary to be invited to campus
- Proposed recipient for a University award or recognition

ABOUT THE PROPOSED PERSON – Provide a standard biography with this form, which should include information about the person’s life and accomplishments that bear witness to the St. Mary’s mission as a Catholic and Marianist University.

Name: _____

Title: _____

Is this person a dignitary? Yes No

A dignitary, as defined in the [Inviting Dignitaries to Campus Policy](#), is any person holding prominent local, state, national or international high public or non-governmental office. All campus offices, programs and individuals should in all such instances provide reasonable notice to the Office of the President before inviting a dignitary to campus, for purposes of coordinating schedules, protocols and logistics.

If this person is currently campaigning for public office, please review the [Political Campaigns and Political Activities Policy](#) for compliance before submitting this form for approval.

ONLINE RESEARCH

In addition to providing the person’s standard bio, please confirm that you have researched this individual online and you have NOT found any of the following:

- Information that could be considered inconsistent with our Catholic and Marianist identity
- Information that could be evidence of illegal activity
- Information that could cause publicity challenges for the University

Online research was completed: Yes No

Information was / was not found that relates to the above items (circle one).

If you found information you believe identifies with one or more of the items above, please forward those details with the reasoning for continuing to seek approval.

NOTE: Form continues on second page.



EVENT – If this is a new event, provide an explanation with this form.

Event Name: _____ Date: _____

AWARD or RECOGNITION (if applicable) – If this is a new award, provide an explanation with this form.

Award/Recognition Name: _____ Presentation Date: _____

APPROVALS – The approval process is for purpose of verifying the person’s life and accomplishments bear witness to the University’s mission as a Catholic and Marianist institution. Please provide these signatures:

Supervisor, faculty adviser or dean: _____ Date: _____

Supervisor on Executive Council: _____ Date: _____

President: _____ Date: _____

Return form to (name): _____ *Email:* _____