

Wellness Center Program Request Form

Please complete this form and email to Priya Thomas, pthomas@fgcu.edu.

FYI: A minimum of two weeks notice from when the form is sent is required. If a request is made with less than two weeks notice, it will be considered but there is no guarantee that it can be fulfilled.

1. Names of all RAs requesting program (at least 2 RAs, no more than 3 unless otherwise discussed w/ Priya):
2. Buildings of all RAs involved:
3. Cell phone numbers for all RAs involved:
4. Email addresses for all RAs involved:
5. RDs of all RAs involved:

6. Program topic you'd like addressed:

If you say "stress", what about stress would you like us to address? What has prompted you to request this topic at this time? General interest or are there specific concerns from your group/building, etc:

7. Date, day, time* and location** for program:

**If you have other activities planned for your event including our program, please list the start/end time for the entire program, and the start/end time of our portion so we can plan our portion accordingly for appropriate length.*

***We prefer the EL meeting room to do programming rather than the Commons. If the EL meeting room is reserved, you can reserve the gaming side of EL (ping-pong table area), and pull the curtain to close it off for the program.*

8. Expected attendance of program:
9. Expected marketing efforts to advertise program and incentives for attendance:

NOTE: The most effective programs will be approximately 45 minutes long. This allows for activity, interaction and discussion – it will not be a lecture. Requests for programs shorter than that can be accommodated, but for effective and meaningful impact, a fuller program is recommended.

What to expect next: You should hear back from Priya within a few days, probably via email, to confirm the details and clear up any questions. Priya will next visit with the Wellness Center staff to determine who may be an appropriate presenter for your program. That staff person will then contact you and let you know they will be doing your program. That person then will be your contact for your program. Any questions about your upcoming program should be communicated directly to your presenter. If there are any concerns about this process, please let Priya know. Thanks for your request!

Wellness Center staff: Please record the number of students in attendance of program _____

Additional WC staff notes: