

SOUTHWESTERN LAW SCHOOL

L O S A N G E L E S

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:

Candidate Information

List the position or positions for which the invited candidate(s) are running:

For each position listed above, by position, list all viable candidates who will be invited to the event:

For each position listed above, will any viable candidate for the position not be invited?

Yes No

If a viable candidate(s) will not be invited, provide an explanation below (including the name of the candidate, the position for which they are running, the reason they will not be invited to this proposed event, and a description of how Host will provide the uninvited, viable candidate(s) an equal opportunity to speak at Southwestern):

Draft invitation to candidates is attached: Yes No

Event Information

Name of event:

Date of event:

Event start time:

Event end time:

Event location:

Event is more than 45 calendar days before election day: Yes No

Do you have any co-sponsors for the event? Yes No

If yes, identify each co-sponsor:

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 a speaker, panelist, or moderator; include their name, title, and any other relevant information:

Will the event be a debate? Yes No

How is the event being funded?

Acknowledgments

I acknowledge that I have read and understand Southwestern's Political Activity Policy. I understand that Southwestern may not participate or intervene, directly or indirectly, in any political campaign on behalf of or in opposition to any candidate for public office. I understand that I am obligated to proactively communicate with the candidate(s) about the purpose of the event and the matters listed in Section B of the Political Activity Policy. If the event is a debate, I understand that I am obligated to follow the Section D of the Political Activity Policy.

Signature:

Name:

Date:

Administrative Review

General Counsel Review:

Date completed:

Recommend approval: Yes No

Additional information required:

Legal or compliance issues flagged:

Dean/Associate Dean of Student Affairs Review:

Date completed:

Approved: Yes No

Approved with restrictions:

Need additional information:

Not approved:

Other action: