



Political Activity Request Form

Before planning and announcing an on-campus or off-campus event that includes a political candidate, a faculty or staff member acting in an institutional capacity, a Southwestern office, department, or program, or a recognized student organization (Host) must submit this form and receive written approval in accordance with Southwestern's Political Activity Policy. The President and Dean (Dean), or their designee, must approve requests from faculty or staff members acting in an institutional capacity, and from Southwestern offices, departments, or programs. The Student Affairs Office must approve requests from recognized student organizations. Please note that a political candidate may not appear in their capacity as a candidate at any Southwestern event, whether on or off campus, within 45 calendar days before a primary, general, special, or runoff election in which the individual is a candidate.

Instructions: Faculty and staff members and Southwestern offices, departments, and programs must complete and submit this form to lawdean@swlaw.edu. Recognized student organizations must complete and submit this form to studentaffairs@swlaw.edu. Requests should be submitted as early as practicable and ordinarily at least 15 business days before the anticipated event. Shorter-notice requests may be considered when there is sufficient time for an appropriate compliance review.

Host Information

Date submitted:

Contact person:

Faculty or staff member, Southwestern office, department, or program, or recognized student organization:

Contact email address:

Contact phone number:

For student organizations only, name of faculty advisor:

Political Candidate Information

List the office or offices sought by the political candidate(s) proposed to participate in the event:

For each office identified above, list all political candidates seeking the same office who will be invited to participate in this event:

Will any political candidate seeking the same office not be invited to participate in this event?

☐ Yes

☐ No

If yes, identify each such political candidate and describe the substantially equivalent opportunity that has been or will be offered, including, as applicable, the proposed format, audience access, duration, and publicity:

Draft invitation to political candidates is attached:

☐ Yes

☐ No

Draft promotional materials are attached, if available:

☐ Yes

☐ No

☐ Not yet available

Event Information

Name of event:

Date of event:

Event start time:

Event end time:

Event location:

Event format:

- ☐ In person
- ☐ Virtual
- ☐ Hybrid
- ☐ Prerecorded
- ☐ Other:

Date of election in which the individual is a candidate:

Type of election:

- ☐ Primary
- ☐ General
- ☐ Special
- ☐ Runoff
- ☐ Other:

Is the proposed event more than 45 calendar days before the applicable election?

- ☐ Yes
- ☐ No

Will any outside organization co-sponsor or participate in organizing, sponsoring, funding, publicizing, or otherwise supporting the event?

- ☐ Yes
- ☐ No

If yes, identify each organization and describe its role:

Detailed description of 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

If yes, additional information may be required in accordance with Section D of the Political Activity Policy.

How is the event being funded?

Will the political candidate or campaign receive an honorarium, travel reimbursement, lodging, or other payment or benefit in connection with the event?

☐ Yes

☐ No

If yes, please describe:

Will the event be livestreamed, recorded, photographed, or otherwise captured by or on behalf of Southwestern?

☐ Yes

☐ No

If yes, please describe the proposed arrangements:

Acknowledgments

I acknowledge that I have read and understand Southwestern's Political Activity Policy, which is posted on the Institutional Policies web page. I understand that Southwestern may not participate or intervene, directly or indirectly, in any political campaign on behalf of or in opposition to any political candidate for public office. I understand that I am responsible for complying with the requirements applicable to the proposed event, including those in Section B governing political candidate appearances and, if applicable, those in Section D governing political candidate debates. I understand that I must communicate applicable event requirements to the political candidate(s) in advance and comply with any additional instructions or conditions imposed as part of Southwestern's approval.

Signature:

Printed Name:

Date:

Administrative Review

General Counsel Review:

Date completed:

Recommend approval:

☐ Yes

☐ No

Additional information required:

Legal or compliance issues flagged:

Dean or Designee | Student Affairs Office Review:

Date completed:

Approved:

☐ Yes

☐ No

Approved with restrictions:

Need additional information:

Not approved:

Other action: