



# SMCC Recruitment Activity Request Form

Fall     Spring     Summer    Year:

**Requested Date of Activity:**       **Day:**

- Cougar Preview**
- College Overview presentation  
Campus Tour
  - College Presentation ONLY
  - Campus Tour ONLY
  - Informtional Table Set Up
  - Career/College Fair

Other:

.....

**Time(S):**

Start:       End:

Number of Participants:

Agency/School:       Requestor:

Name:

Address:

City:       State:       Zip Code:

Phone::       email:

**Office USE ONLY**

Information take by:       Date:

Assigned to Staff Member (Name):

Request Completed:     Yes       Cancelled       No Show       ReScheduled

**Note:** After completing form, select "Save As" under the file menu and save to your computer. Send file as an e-mail attachment to: [christopher.erran@smcmail.maricopa.edu](mailto:christopher.erran@smcmail.maricopa.edu)

**Submit Request to**  
South Mountain Community College  
Recruitment and Advisement Office  
7050 S. 24 Street, Phoenix AZ. 85042  
*Office: 602-243-8331 -- Fax" 602-243-8263*