

PROCEDURE

Effective Date: March 15, 2022

Approved By: President Sabah Randhawa

Authority: [POL-U1000.07](#) Displaying Flags on University Flagpoles

PRO-U1000.07 REQUESTING TO FLY NON-INSTITUTIONAL FLAGS ON UNIVERSITY FLAGPOLE

Action by: Sponsor

1. **Completes** the Request to Fly a Non-Institutional Flag on University Flagpole form
2. **Submits** the form to the Vice President of their division.

Action by: Vice President

3. **Evaluates** request and approves or disapproves the form
 - a. If request is **approved**, **submits** the Request to Fly Flag form to the President 'Cabinet.
 - b. If request needs additional detail, **returns** request form to Sponsor with instructions.
 - c. If request is **not approved**, **sends** form to Sponsor with an explanation for disapproval.

Action by: President's Cabinet

4. **Evaluates** request and makes final decision on approval of the Request to Fly Flags on University Flagpole.
5. **Approves** or **disapproves** the request form which **informs** Sponsor and Transportation Services of decision.

Action by: Sponsor

6. If approved, **reaches out** to Transportation Services and **coordinates** dates and provision of flag to Transportation Services

Action by: Transportation Services

7. **Flies** the flag and **lowers** it after approved time period for flag to be flown.
8. **Returns** flag to Sponsor