PROCEDURE

PRO-U1000.07  REQUEST TO FLY FLAGS ON UNIVERSITY FLAGPOLE

**Action by: Sponsor**

1. **Completes** the Request to Fly Flags form and submits the form to the Vice President of their unit at least ten (10) business days prior to the date the requesting department wish to fly a specific flag.

**Action by: Vice President**

2. **Evaluates** request and decides whether to approve or not approve the form
   
   a. If request is **approved**, submits the form to the President's Office for President's Cabinet approval.
   
   b. If request needs additional detail, returns request form to sponsor with instructions.
   
   c. If request is **not approved**, returns form to the sponsor with a written explanation and procedure ends here.

**Action by: President’s Office**

3. Coordinates review with President’s Cabinet

**Action by: President Cabinet**

4. Evaluates request and makes final decision on flying of flag

**Action by: President’s Office**

5. **Approves** or **disapproves** the request form and informs sponsor of decision

**Action by: Sponsor**

6. If approved, sends approved form to Transportation Services and **coordinates** dates and provision of flag to Transportation Services
7. If flag flying is related to event, **follows** POL-U8500.01

**Action by: Trasportation Services.**

8. **Flies** the flag and **lowers** it after the approved dates of flag being flown.

9. **Returns** flag to sponsor