**FRM-U1000.07 Request to Fly a Non-Institutional Flag on University Flagpole**

**Instructions**

**Please complete this form and route through the approval process below:**

**This form should be submitted prior to the date the requesting department wish to fly a non-institutional flag.**

**E-mail the completed form to** **Transportation@wwu.edu**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact information of submitter: Name\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Sponsor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The sponsor is: [ ]  Individual [ ]  Department [ ]  Academic Unit [ ]  Student Club

Division\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for Request to Fly Flag:

|  |
| --- |
|  |

Are you requesting the raising or lowering of the flag to be part of a ceremony or event? (if any):

|  |
| --- |
|  |

Dates for which flying the flag is requested: Start Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(Approved periods may be interrupted for other flags)

Approved: [ ]  [ ]  Not approved

**ROUTING INSTRUCTIONS**

* Route from Sponsor to Vice President of division
* Vice President to President’s Cabinet
* President’s Cabinet to Vice President
* Vice President to Sponsor
* Sponsor to Transportation Services