**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**](mailto: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