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’s 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