

## **PROCEDURES FOR THE PLANNING OF OFF-CAMPUS ACADEMIC AND PROFESSIONAL VISITS FOR ARZANAH STUDENTS**

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### **I: PRIOR TO ADVERTISING THE ACTIVITY**

1. Obtain approval for activity planning from the Academic Program Director and the Provost (as applicable). Have these approvals in writing (to be attached to forms and receipts).
2. Obtain approval for funding from Arzanah Director Office and/or Academic Program Director (as applicable). Have these approvals in writing (to be attached to forms and receipts).
3. Submit an "IOU" form to Finance Department for cash in advance (if required).

### **II: UPON OBTAINING APPROVAL FOR THE ACTIVITY**

1. Forward a copy of all advertising materials (e.g. flyers) and student correspondence (e.g. e-mails) to Arzanah Director Office.
2. Contact Student Counselor, Fatima Al Mazrouei to obtain parents consent (students may already have parental permission if they have an Arzanah Card).
3. Ensure that a PI female faculty and/or staff member accompanies the students at all times.
4. Contact Student Affairs, Fais Jahan Mustafa to reserve a bus. Pick-up and drop-off must be from Arzanah Building.

### **III: UPON COMPLETING THE ACTIVITY**

1. Submit a "Petty Cash Voucher" form along with all original receipts, approved by the program director that funded the activity. Thereafter forward the form to Finance Department.
2. Forward a 100- word paragraph and a few images (preferable) with details of the activity to the Arzanah Director Office to post on the web. Make sure that students (if faces appear on image) do not object to having the images published.

## **PROCEDURES FOR THE PLANNING OF ON-CAMPUS ACADEMIC AND PROFESSIONAL ACTIVITIES IN ARZANAH**

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### **I: PRIOR TO ADVERTISING THE ACTIVITY**

1. Obtain approval for activity planning from the Academic Program Director and/or Arzanah Director Office (as applicable). Have these approvals in writing (to be attached to forms and receipts).
2. Obtain approval for funding from Academic Program Director Office and/or Arzanah Director (as applicable). Have these approvals in writing (to be attached to forms and receipts).
3. Submit an "IOU" form to Finance Department for cash in advance (if required).

### **II: UPON OBTAINING APPROVAL FOR THE ACTIVITY**

1. Forward a copy of all advertising materials (e.g. flyers) and student correspondence (e.g. e-mails) to Arzanah Director Office.
2. Contact Arzanah Director Office (for room reservations, advertising, posting on web, etc.) GSD (for furniture, sound system, etc.), Housing & Recreation Department (catering services) or IT (computers, screens, connectivity, etc.) to provide assistance.

### **III: UPON COMPLETING THE ACTIVITY**

1. Submit a "Petty Cash Voucher" form along with all original receipts, approved by the program director that funded the activity. Thereafter forward the form to Finance Department.
2. Forward a 100- word paragraph and a few images (preferable) with details of the activity to the Arzanah Director Office to post on the web. Make sure that students (if faces appear on image) do not object to having the images published.