SHRS
Program/Activities Proposal Form

1. **Please list your name, email, and department.** Click or tap here to enter text.

2. **Tell us about your program.** Click or tap here to enter text.

3. **Which Community Engagement Center would you like to host your program?**

   ☐Homewood

   ☐Hill District – Please email the director, Kelly Protho, klp139@pitt.edu

4. **If you selected Homewood, what SHRS Wellness Pavilion space(s) are you requesting?**

   Check all that apply.

   ☐Multipurpose Space

   ☐Demonstration Kitchen (must be ServSafe certified)

   ☐Consultation Room A

   ☐Consultation Room B

   ☐Consultation Room C

5. **Is the event reoccurring?** Choose an item.

6. **Please list every date and time you are looking to reserve the space.** Click or tap here to enter text.

7. **What are the goals and learning outcomes of your program?** Click or tap here to enter text.

8. **How will your program benefit the community?** Click or tap here to enter text.

9. **Who is the target audience? Select all that apply.**

        ☐Older adults (60 and above)
        ☐Adults (18+)
        ☐Teens (13-18)
        ☐Children & Youth (6-12)
        ☐All ages

10. **Are you collaborating with another Pitt department or community organization? If yes, what Pitt department or community organization are you collaborating with?**

Click or tap here to enter text.

11. **If you are requesting use of the Demonstration Kitchen, is anyone in your group [ServSafe](#) certified? Someone in your group must be ServSafe certified.** Choose an item.

12. **Please provide their ServSafe certificate number and date of expiration here.** Click or tap here to enter text.

13. **If no, are you willing to have a Pitt Nutrition student who is ServSafe certified at your event?** Choose an item.

14. **If you are requesting use of the Demonstration Kitchen, what activity are you using the Kitchen for? Please provide the detailed activity plan and recipe(s).** Click or tap here to enter text.

Thank you for filling out the Program/Activities Proposal Form! Please send completed form to the SHRS Wellness Pavilion Program Coordinator, Samantha Mozden, sem339@pitt.edu.