

## FSCS Gift Card Request

This form is to notify your Associate Dean/Manager of a Guest Speaker presentation taking place in your class. Please complete 1 form per class. This form should be submitted at least 1 week prior to the scheduled class/event.

All gift cards will be emailed directly to guest speaker. Please allow up to 3-4 business days for processing gift requests. For complimentary thank you card requests, faculty member will be notified via e-mail when the card is ready for pick-up from C 205.

Your Full Name	
Your Email Address	
Guest Speaker(s) Full Name(s)	
Guest Speaker(s) Job Title(s)	
Guest Speaker(s) Name of Organization(s)	
Guest Speaker(s) Email Address(es)	
Date of Speaking Engagement	
Program and Course Code	
Associate Dean for Program (Please select one)	
Length of Guest Speaker Session* (Please select one) <i>*Requesting faculty member must be present during guest speaker sessions</i>	
Does the Guest Speaker require parking on campus?	
Gift Card Preference (Please select one)	Amazon Tim Hortons Starbucks IKEA Winners Indigo
Please include a thank you message that we can share with the Guest Speaker	

If you require this form in an alternative format, please contact [affaf.zahid@humber.ca](mailto:affaf.zahid@humber.ca)