

## 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 swag bag requests, faculty member will be notified via e-mail when the gift is ready for pick-up from C 205.

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| 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/Course Code  |  |
| Associate Dean for Program<br>(Please select one)  |  |
| Length of Guest Speaker Session*<br>(Please select one)<br><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)   |  |
| 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)