

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.

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 (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)	
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