



RBS Participation Request Form

To help make our events successful and a positive experience for everyone, staff members are encouraged to participate in our annual events such as Rutgers Day and other RBS-hosted conferences.

Participation during your normal working hours is without compensation and approval is at the discretion of each employee's supervisor prior to the date of the event.

Step 1: Complete prior to signing up to participate in an event

Employee Name: _____ Employee ID#: _____

Department: _____ Employee Class: 1 3 3 4

**Class 3 & 4 employees should not request overtime for this purpose unless pre-approved.*

Provide information below:

Name of Event: _____

Campus: _____ Date: _____

Start – End Time: _____ Half-Day Full-Day

Supervisor Name (please print): _____

Supervisor Signature: _____ Date: _____

Step 2: Event Confirmation

Provide brief description of duties:

Event Contact Name (printed): _____

Phone #: _____ Email: _____

Signature: _____ Date: _____

Is event funded via fees or other external funding? Yes No

Is overtime budgeted for this event? Yes No

Step 3: Employee returns signed form to supervisor

Employees should also retain a copy for their own records.

Step 4: Supervisor sends completed form to rbs-hr@business.rutgers.edu. Subject Line: *Event Participation Request Form*

Thank you for your participation!