



NEW YORK STATE UNIVERSITY POLICE

Buffalo State University
1300 Elmwood Avenue, Buffalo, New York 14222
Tel: 716-878-6333 Fax: 716-878-3135
<http://police.buffalostate.edu>
Amy M. Pedlow, Chief of Police



REQUEST FOR EDUCATIONAL PROGRAM

DATE OF REQUEST:

TYPE OF EDUCATIONAL PROGRAM:

PERSON REQUESTING PROGRAM:

GROUP/ ORGANIZATION:

ADDRESS:

PHONE:

E-MAIL:

DATE OF PROGRAM:

TIME OF PROGRAM:

LENGTH OF PROGRAM:

LOCATION OF PROGRAM:

ANTICIPATED ATTENDANCE:

DESCRIPTION OF AUDIENCE ATTENDING THE PROGRAM (FRATERNITY, SORORITY, RESIDENT STUDENTS, FACULTY, STAFF, COMMUNITY, OR OTHER):

SPECIAL REQUESTS:

We will attempt to accommodate specific requests for dates and times for presentation, however, we cannot guarantee that every request can be honored on the date and time desired. Please submit request at least two weeks in advance to allow for proper processing and scheduling of your request.

NOTICE OF CONFIRMATION

THIS IS TO CONFIRM YOUR REQUEST FOR THE UNIVERSITY POLICE DEPARTMENT TO GIVE AN EDUCATIONAL PROGRAM ON (DATE) AT (TIME) LOCATION:

THE PRESENTATION WILL BE GIVEN BY OFFICER(s):

APPROVED BY THE CHIEF OF POLICE:

DATE:

IF WE CAN BE OF ANY FURTHER ASSISTANCE TO YOU, PLEASE CONTACT THE UNIVERSITY POLICE DEPARTMENT AT 716-878-6333.