

**SHRS
Program/Activities Proposal Form**

Please list your name, email, and department.

Tell us about your program.

Which Community Engagement Center would you like to host your program?

- Homewood
- Hill District – Please email the director, Kelly Protho, klp139@pitt.edu

If you selected Homewood, what SHRS Wellness Pavilion space(s) are you requesting? Check all that apply.

- Multipurpose Space
- Demonstration Kitchen (must be ServSafe certified)
- Consultation Room A
- Consultation Room B
- Consultation Room C

Is the event reoccurring?

Please list every date and time you are looking to reserve the space.

What are the goals and learning outcomes of your program?

How will your program benefit the community?

Who is the target audience? Select all that apply.

- Older adults (60 and above)
- Adults (18+)
- Teens (13-18)
- Children & Youth (6-12)
- All ages

Are you collaborating with another Pitt department or community organization? If yes, what Pitt department or community organization are you collaborating with?

If you are requesting use of the Demonstration Kitchen, is anyone in your group [ServSafe](#) certified? Someone in your group must be ServSafe certified.

**Please provide their ServSafe certificate number and date of expiration here.
Please attach a copy of the certificate.**

If not, are you willing to have a Pitt Nutrition student who is ServSafe certified at your event?

If you are requesting use of the Demonstration Kitchen, what activity are you using the Kitchen for? Please provide/attach the detailed activity plan and recipe(s).

Thank you for filling out the Program/Activities Proposal Form! Please send the completed form to the SHRS Wellness Pavilion Program Coordinator, Samantha Mozden, sem339@pitt.edu.