



## College Media Day Authorization Form

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Host Chapter

SCJ Chapter Adviser

Supporting Organizations

Date of CMD

### Events

Academic

Business

Social

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Institutional Support

- Departmental
- College Dean
- Provost/President
- Local Community
- Other

**Anticipated cost of CMD**

Total (from budget breakdown)

**Budget Breakdown**

Registration	Keynote Fee	Session Fees
Reception Fee	Transportation	Housing
Meals	Office Expenses	Social Expenses
Publicity	Gifts	Other

Funding Sources

Registration Fee	Amount
No	
Yes	

Purpose (stated in a paragraph)

Theme

Evaluation Instruments

Long Term Outcomes

**For Office Use Only**

Executive Director

Yes

No

Pending Approval

**Mail your completed entry form to:**  
Dr. Sally Renaud, SCJ Executive Director  
Society for Collegiate Journalists  
Journalism Department  
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600 Lincoln Ave.  
Charleston, IL 61920