



# Outreach Services Request Form

Thank you for your interest in Los Angeles Harbor College (LAHC), where we are proud to prepare members within the community to meet goals and obtain opportunities successfully. Outreach Services of LAHC would like to assist you achieve your goals in any way possible. Please be aware of our 3-step process in order to ensure that our office can process your request in a timely, efficient manner:

- Step 1: Fill Out Outreach Services Request Form.** Please fill out all the information provided in this request form. Be aware that all requests should be received a minimum of 3 weeks in advance in order to work toward your first preferred service date.
- Step 2: Outreach Services Will Process Request.** Once Outreach Services has received your form, the office will make every effort possible to accommodate the request. A maximum of 5 business days will be used in order to review our calendars and availability. Based on the services you desire, we will identify all resources available on campus to suit your needs. We will then contact you in order to solidify the details.
- Step 3: Outreach Services Will Confirm Your Event.** After Outreach Services has secured the logistics to the event, a confirmation will be prepared by a representative from our office. They will contact you via phone or email to inform you of the final product.

Visit Outreach Services of LAHC at [www.lahc.edu/student-services/outreach-services](http://www.lahc.edu/student-services/outreach-services) for a link to an online request form

INFORMATION REQUEST			
Organization/School Name:			
Specific Department:			
Mailing Address:			
City:	State:	Zip:	
CONTACT INFORMATION			
1st Contact Name:		Title:	
1st Contact Email:		1st Contact Cell:	
2nd Contact Name:		Title:	
2nd Contact Email:		2nd Contact Cell:	
DATES REQUESTED (mm/dd/yyyy)			
Desired Date 1:		Time Beginning:	Time Ending:
Desired Date 2:		Time Beginning:	Time Ending:
Desired Date 3:		Time Beginning:	Time Ending:
EVENT INFORMATION			
Desired Activity:	<input type="checkbox"/> Campus Tour of LAHC	<input type="checkbox"/> LAHC Presentation/Specialty Workshop	
	<input type="checkbox"/> LAHC at Your Event	<input type="checkbox"/> Math/English Assessment	
	<input type="checkbox"/> Career Technical Education	<input type="checkbox"/> Counseling/Student Educational Plans	
	<input type="checkbox"/> Catering from Culinary Arts	<input type="checkbox"/> Other	
Please describe event: (provide an idea of what you are looking for from LAHC)			
Amount of Participants:		Special Accommodations Needed: <input type="checkbox"/> Y <input type="checkbox"/> N	



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## TOUR OF LOS ANGELES HARBOR COLLEGE

A campus tour of Los Angeles Harbor College is a great way to get students excited about the opportunity of college. Our goal is to provide an interactive, yet educational experience that will meet the diverse interests and needs of our prospective student groups. Tours are provided between 9am—4pm, Monday—Thursdays.

- Size of Tour:    Small (5-10 people)    Medium (11-30 people)    Large (30+ people)  
 Standard (Walking tour of buildings, classrooms, and resources—40 min)
- Type of Tour:    Comprehensive (Standard tour plus visit to Career Technical Education labs and presentations from selected faculty and support services, 1:15 hour)

Special Requests:

## LAHC PRESENTATION or SPECIALTY WORKSHOP

Would you like Los Angeles Harbor College to come to your school and talk about our campus? Let us bring the campus to you! Outreach Services can present about our college and may include, but not limited to these topics: Application process, assessment-orientation-counseling, paying for college, the life of a college student, opportunities after LAHC, and information on departments such as Admissions, Counseling, Harbor Advantage, Career & Transfer Center, Special Programs & Services, Financial Aid, and much more.

**IMPORTANT:** *School should supply meeting space, computer/laptop, and projector for maximum experience.*

Location of Presentation:    LAHC campus    Alternative Location (Please fill out address below)

Location of Event:

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Standard (General Introduction to LAHC—20 min)

Type of Presentation:    Comprehensive (General Introduction plus specific topics covered—35 min)

Specialty Workshop (Please state topics in “Special Requests” section below)

Special Requests:

## LAHC AT YOUR EVENT

One service that Los Angeles Harbor College can provide is coming to your event or college fair. Outreach Services of LAHC will represent the college and our services at local and regional events. Our college will supply relevant information and important resources for participants.

**IMPORTANT:** *School should table and one chair for LAHC representative.*

Name of Event:

Special Requests:

## ENGLISH/MATH ASSESSMENTS OR COUNSELING/STUDENT EDUCATIONAL PLANS

Do you want your students to come to Los Angeles Harbor College and get English/Math assessed? LAHC is willing to accommodate visits from High Schools around the area in hopes to assist these students transition to college. A typical English/Math Assessment will take 2—3 hours. Counseling/student educational plans take approximately 20 minutes each student. Together assessment and counseling usually begins at 9am and finishes approximately at 1pm.

Date of Event:

Activity Desired:    English/Math Assessment    Counseling    Both Assessment and Counseling

## OTHER EVENT IDEAS OR LAST COMMENTS

Please list any other info.

LAHC should be aware of: