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# Mandatory Event – Request for Absence \*

## Absence Information

|  |  |
| --- | --- |
| Name: |  |
| Student ID # |  |
| Date |  |

|  |
| --- |
| Event: |
|  | [ ]  |  Member Social | [ ]  | Networking Event |
|  | [ ]  | Candidate Initiation  | [ ]  | Other |
| Reason: |
|  | [ ]  | Sick | [ ]  | Job Conflict |
|  | [ ]  | Travel  | [ ]  | Other |

|  |
| --- |
| Explanation for Absence: |
|  |
| *You must turn in this form by the day of the event. If you have documents that support your request for absence (ex. Travel itinerary, doctor’s excuse, etc.) please attach it to this form.* *\*This form will be taken into consideration for the Outstanding Member Award decision at the end of the semester.* |

|  |  |
| --- | --- |
|  |  |
| Member/Candidate Signature | Date |

## Board Member Approval

|  |  |  |
| --- | --- | --- |
|  | [ ]  | Approved |
|  | [ ]  | Rejected |

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| --- |
| Comments: |
|  |

|  |  |
| --- | --- |
|  |  |
| Board Member Signature | Date |