



## Student and Outreach Database – Other Outreach Activities

Field:	Instructions:
<b>Mode Code</b>	System defaults the ARIS user's mode code; however, mode code should be modified as necessary to the mode code of the unit of the outreach activity.
<b>Activity Date(s)</b>	Enter begin and end dates of the activity. The system will automatically fill in same date for the end date; however, this can be modified as necessary.
<b>ARS POC and Email</b>	Enter the POC that is responsible for the specific outreach activity, not a general location name. The email address will auto populate based on the selection.  <b>NOTE:</b> If the email address is not populating, it must be added/corrected in the Official Personnel File in ARIS.
<b>Outreach Activity</b>	Select the activity from the LOV. These activities are not specifically related to "students" but considered outreach, such as: field days, other tours, presentations, workshops, stakeholder meetings, lab reviews, training/demos, webinars, teachings (courses), or career fairs.
<b>Associated with Underserved/Underrepresented Populations (Yes/No)</b>	Select Yes or No, if associated with one or more of the Underserved/Underrepresented populations.
<b>Underserved/Underrepresented Population</b>	If yes, select the category from the LOV. More than one can be selected, if applicable. <b>Populations should not be selected if there are people in attendance within these categories; however they should be selected if the activity was specifically targeted towards these populations.</b>
<b>Description</b>	Enter a brief description of the outreach activity (500 character max).
<b>Associated funding (if applicable)</b>	Funding/costs associated with outreach activities, which can include costs incurred with the activity as well as third party awards. Third party awards may include funding to organizations or entities that receive federal funds on behalf of universities and organizations, such as National Association for Equal Opportunity in Higher Education (NAFEO), Thurgood Marshall College Fund/United Negro College Fund (UNCF), etc.
<b>National Program(s)</b>	Select the National Program(s) the tour is associated with. More than one National Program can be selected.