Join the staff Commencement team! Please help to give our 2016 graduates and their families a meaningful celebration of their achievements. Staff and faculty assistance during Commencement weekend is absolutely necessary and greatly appreciated. These major campus events won’t happen without you! Your help for an entire day or several hours will be of immense importance to our graduates and their guests. Breakfast and lunch are provided for staff and faculty participants.

**Check with your supervisor for work approval.** Complete the form on reverse with signed supervisor approval and return it to the Office of Event Management & Protocol – MC 1135 or Fax 4729 by **Friday, May 13, 2016**.

**Commencement Schedule**

**Saturday, June 11, 2016**
- 9:00 am Math, Life, and Physical Sciences
- 1:00 pm Engineering and Sciences
- 4:00 pm Social Sciences I

**Sunday, June 12, 2016**
- 9:00 am Social Sciences II
- 1:00 pm Humanities and Fine Arts
- 4:00 pm Graduate Division

For more information regarding all UCSB Commencement ceremonies, please visit [http://www.ia.ucsb.edu/commencement/](http://www.ia.ucsb.edu/commencement/) or call (805) 893-2117.
Yes, I am available (indicate days and hours):

Saturday, June 11 from __________ to __________

Sunday, June 12 from __________ to __________

Indicate your preference below:

Note: We reserve the right to reassign you based on staffing needs.

_____ Student Line-up in the Event Center
_____ Faculty Robing in Hatlen Theater
_____ Program Distribution

_____ Staff Marshal
_____ Information Tent – Upper or Lower
_____ Tent for Disabled and Sun Sensitive
_____ No Preference

NAME ___________________________ EMAIL ___________________________

DEPARTMENT AND MAIL CODE ___________________________

PHONE ___________________________ SHIRT SIZE ___________________________

In accordance with University policy and bargaining unit contracts, non-exempt employees are to be compensated for approved overtime hours worked during Commencement 2016. Employees and supervisors should access the Human Resources web site (http://www.hr.ucsb.edu/labor-relations/welcome) for specific policy and contract guidelines that govern how overtime is approved and compensated, depending on the employee's election of pay or compensatory time, and the accrual and use of compensatory time after it is earned.

SUPERVISOR APPROVAL SIGNATURE ___________________________

Return to the Office of Event Management and Protocol – MC 1135 or Fax x4729
Questions may be directed to Gretchen Falvo (805) 893-3629