



External Enrichment Process

I. Pre-Approval Process

- You must have your site pre-approved by Ms. Colgan (table below)
- Enrichment hours must be completed at an established organization
- Your enrichment supervisor cannot be a family member
- Enrichment hours will be completed in increments of 25 or 50 hours
- You must be pre-approved in order to earn hours – this means you cannot earn hours before you are approved

Student Name	
Student ID #	
Advisory	
Name of Organization	
Location of Organization	
Name of Site Supervisor	
Phone Number of Site Supervisor	
Email of Site Supervisor	
Signature of Site Supervisor/Date	
Signature of Ms. Colgan/Date	



