

**Request for Social Release Time**

**Section I** – To be completed by employee and approved by the supervisor prior to purchasing ticket.

Employee Name	Amount of SRT requested	Date Requested
Work Address	Event Name	Event Date
	Employee Signature	

Supervisor name	Supervisor Signature	Leave request is: <input type="checkbox"/> Approved <input type="checkbox"/> Denied
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**Section II** – Event organizers complete at time of sale of ticket, and retain until event is held.

Employee Name	Employee Signature	Ticket Number
Committee Member Name	Committee member signature	Date ticket purchased

**Section III** – To be completed **at** the event.

Employee signature	
Committee member name	Committee member signature

After the event, event organizers are to return this form to the employee’s supervisor for verification of attendance and certification of the time card.