

Title: Outreach Activity Location and Format Guidelines
Responsible Office: University of Texas School of Social Work – Office of the Dean

Effective Date: August 12, 2025

Purpose

This policy establishes location and format guidelines for outreach activities conducted by students, faculty, and staff of the University of Texas School of Social Work. The intent is to ensure consistent, effective, and well-supported engagement with the social work community.

Policy Statement

Outreach activities shall be conducted in locations and formats designated by the School of Social Work to optimize visibility, accessibility, and alignment with program goals.

Procedures

Student Outreach

- Students will be directed to staff the designated table near the “Six Pack” area for outreach activities.
- When feasible, the school will provide necessary supplies to support student outreach efforts.

Faculty and Staff Outreach

- Faculty and staff will conduct outreach in the form of information sessions rather than tabling.
- Information sessions will be held at the Walter Webb Hall (WWH), unless otherwise approved by the responsible office.

Roles and Responsibilities

- The Office of Academic Affairs: oversees compliance with this policy, approves any deviations, and ensures supply support when feasible.
- Faculty and Staff: Follow designated outreach formats and locations.
- Students: Participate in outreach at the designated location and follow all applicable guidelines.

Related Policies and References

- [University of Texas Office of the Dean of Students](#)
- [University of Texas School of Social Work Event Guidelines](#)
- [University Catalogue - Chapter 13. Speech, Expression, and Assembly](#)

Contact Information

University of Texas School of Social Work Office of the Dean