



Blackboard Reader Request

This completed form must be submitted to the Blackboard Office **NO LATER THAN 3 DAYS IN ADVANCE – NO EXCEPTIONS**. **Use black ink** to sign and date both this Form and the **Campus ID Reader Request Policies Form** to verify the information you are requesting. Shaded areas are for office use only.

Event Title _____

Organization/Dept. _____ 10 Digit Budget Number _____

LOCATION:

ONE FORM PER READER

DATE	START TIME	END TIME
/ /		
/ /		
/ /		
/ /		
/ /		

DATE	START TIME	END TIME
/ /		
/ /		
/ /		
/ /		
/ /		

PRODUCT #	PRODUCT NAME	PRICE	PRODUCT #	PRODUCT NAME	PRICE
1			6		
2			7		
3			8		
4			9		
5			10		

Please describe your Blackboard Reader needs: _____

Event Contact _____
PRINT LEGIBLE ~ BLACK INK

Event Advisor _____
PRINT LEGIBLE ~ BLACK INK

Signature _____

Advisor's Title _____

Home Phone # _____

Department _____

Cell Phone # _____

Signature _____

Email Address _____

Phone # _____

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FOR OFFICE USE ONLY:

DATE	TIME	LOC #	LOCATION	READER	LOOP	ADDRESS

_____ CAMPUS ID OFFICE APPROVAL

_____ FAXED

Blackboard Reader Request Policies

The use of Blackboard readers is a courtesy extended at no charge to on-campus organizations, however we reserve the right to charge for the service provided. (ex: 4% of sales, \$.01/activity swipe) The Campus ID Office unconditionally reserves the right to refuse any reader request and to remove equipment during an event.

FORMS

1. A Blackboard Reader Request Form **must be filled out completely** for each reader requested for an event. One form can be used for more than one reader **only** if all readers are using the same keys and are at the same location.
2. Forms can be obtained from the Campus ID Office. This completed form must be submitted to the **Blackboard Office NO LATER THAN 3 DAYS IN ADVANCE – NO EXCEPTIONS.**
3. The Event Contact **must sign each form**, with a telephone number that actually allows access to that contact prior to the event. There are often questions that must be resolved prior to the event.
4. The Organization President and an Event Advisor who is a current SHU faculty/staff member **must sign each form**. The Campus ID Office will contact the Event Advisor with any questions or problems incurred by this request that cannot be resolved by the Event Contact.
5. On the date of the event, furniture to hold the Blackboard equipment must be at the requested location a minimum of one hour prior to the requested start time, or at a time requested by the Campus ID Office. This is to allow the Campus ID Office time to install necessary cabling to the location if a wireless reader is not being used.. The organization's name **must** appear on a form attached to the table.
6. It is the responsibility of the organization to attain a power source for the reader or to ensure that an electrical outlet is within a reasonable distance to the Blackboard equipment. The wireless readers operate using their own battery pack. **Readers must be charged every ten hours in order to maintain optimal connectivity.**
7. The Campus ID Office will attempt to install the Blackboard equipment 15 minutes prior to start time of the event. Any organization persons at the location at that time will be trained on use of the readers. **Events requested outside of Campus ID business hours [Mon thru Fri 8 a.m. - 5 p.m.] will require an installation at the location, within the Campus ID Office business hour closest to the event.** The organization will take responsibility for the reader at that time. If this location is outdoors and the weather is inclement, such as rain, the Campus ID Office will not install equipment.
8. The Campus ID Office will remove equipment at the end of the event as entered on the request form. If rain or other such weather occurs during the event, the Campus ID Office will remove the equipment. The requesting organization should not attempt to return it to the Campus ID Office, unless there is an agreement with the Campus ID Office for an event outside of business hours. For off-hour events, the organization will take responsibility for returning the equipment to the Campus ID office during the next business day.
9. A person from the requesting organization must be present at the reader location a minimum of 15 minutes prior to the event start time. The Campus ID Office will wait for a person from the organization for up to 10 minutes after the start time for the event. If no person from the organization appears at the requested location by then, the Blackboard equipment will be removed and the request cancelled for this date.
10. **The requesting organization is responsible for the Campus ID/Blackboard equipment during the event date/times in their request form.** If equipment is lost or damaged during an event, **CALL PUBLIC SAFETY IMMEDIATELY.** The cost of repair/replacement will be billed to the requesting organization. Each Blackboard Reader costs up to \$4,000.

ACCOUNTING

11. Any payments made through the readers at an event will be transferred to the Budget Number entered on the request form. Normally this transfer occurs at the end of the calendar month in which the event takes place.

SIGNATURE OF ACCEPTANCE

WE, THE PRESIDENT AND EVENT CONTACT OF THE UNDERSIGNED ORGANIZATION, UNDERSTAND AND AGREE TO THE CAMPUS ID POLICIES IN THIS DOCUMENT. WE UNDERSTAND THAT FAILURE TO ADHERE TO THESE REGULATIONS MAY RESULT IN THE LOSS OF FUTURE CAMPUS ID/BLACKBOARD USE PRIVILEGES AND/OR THE CHARGING OF EQUIPMENT REPLACEMENT COSTS TO OUR ORGANIZATION. THIS EVENT HAS BEEN APPROVED BY THE UNIVERSITY AND ALL INFORMATION PROVIDED TO THE CAMPUS ID OFFICE IS ACCURATE.

ORGANIZATION NAME

DATE

ORGANIZATION PRESIDENT [PRINT LEGIBLE]

PRESIDENT SIGNATURE

EVENT CONTACT [PRINT LEGIBLE]

EVENT CONTACT SIGNATURE

Blackboard Transaction equipment CAN be setup anywhere a wireless internet signal is present. If a wireless signal is not available, a port must be installed. The Campus ID Office will be responsible for the installation of a new port and may result in charges to the organization.