

Request to Fly a Flag within the College Campus

Relevant flags will be flown to commemorate and acknowledge specific occasions and at half-mast in respect of the fallen and recently deceased. There is pride in flying a local or civic flag and in respect of visiting dignitaries, which help fulfil the College's civic responsibilities.

The Corporate Flag Flying Policy outlines the criteria for the flying of flags at the City of Glasgow College via the three flagpoles at the main entrance to City Campus, the three flagpoles at the main entrance to Riverside Campus, and the flag mast in the garden area of Riverside and applies to all staff, students and visitors to the College or to an event organised by the College at an external venue.

This form provides a mechanism through which members of staff can request a change to the standard arrangements for the flying of flags on campus in line with the College's Corporate Flag Flying Policy. Requests will be considered by the Vice Principal, Corporate Development and Innovation. Requests must be made well in advance, giving at least 24 hours' notice for standard flags, and at least 10-days' notice for flags which the College must order in from its suppliers.

Date of request:	Requested by:
Approval from Dean or Associate Dean:	Faculty/Department
Account Code: <i>(a charge will be applied if flag has to be ordered to meet this request)</i>	Cost Centre:

Period of flag flying	Date from:	Date to:
Flag to be flown		
Location <i>(Flagpoles are located at: City Campus Entrance Riverside Campus Entrance Riverside Garden)</i>		
Business/Curriculum rationale for request: <i>(Requests will not be considered unless there is clear alignment with the College's values).</i>		

For ELT/Events Use:

Authorised by:	
Date:	
Actioned by Events Date:	
Request denied	
Date:	