Directions for Cultural Event Petition Request form

[Records & Registration Home Page - Team IA, Inc (winthrop.edu)](winthrop.edu)

➢ **Using Winthrop username and password, login to the Winthrop University Portal**
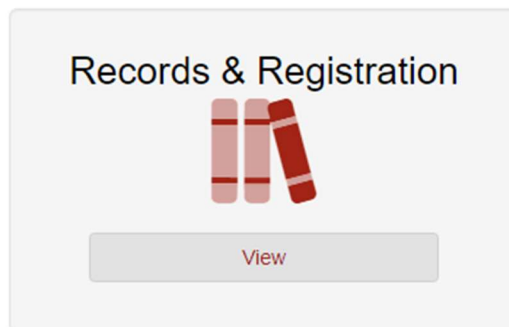

➢ **Click "view" in the "Records & Registration" box**

➢ **Click "start new petition request" to begin**
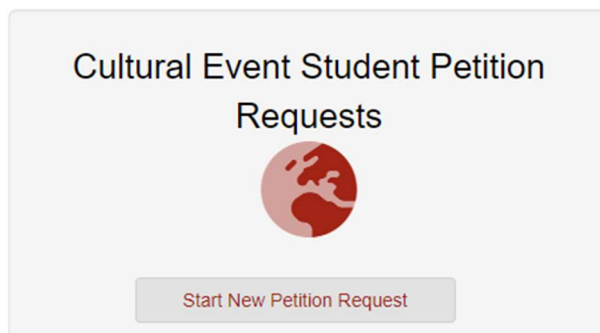
➤ *Follow the 4 - step instructions:*

1. **Complete the Cultural Events Student Petition Form in its entirety**

| Not Started | ▶ | *STEP 1: Complete Cultural Event Petition Form |

2. **Upload proof of attendance** *(i.e. ticket stubs, receipts, pictures of student at the event, brochure, etc.)*

| Not Started | ▶ | *STEP 2: Upload Proof of Attendance |

3. **Upload a well-written report/essay (minimum of 250 words)**

| Not Started | ▶ | *STEP 3: Upload well-written Report/Essay |

4. **Submit your completed petition form, proof of attendance, and write-up to be reviewed by the Cultural Events Committee at their next meeting.**

| Not Started | ▶ | *Submit for Approval
Submit your completed petition form, proof of attendance, and write-up to be reviewed by the Cultural Events Committee at their next meeting. |