

COUNSELING OUTREACH REQUEST

In addition to our clinical services, the Counseling Center provides educational presentations and training sessions, as well as event support to the campus community. Campus outreach efforts allow the Counseling Center staff to connect with students who may not seek out clinical services. These events may be requested by student groups, academic departments, as well as from NJCU staff, faculty members, and administrators. There is no fee for a Counseling Center outreach presentation and programs usually range in length from 15 minutes to 1 hour.

Educational Presentation/Training Session - Any event in which our department prepares and/or provides a presentation or training session to participants.

Event support – Any event in which the Counseling Center support is requested, but no presentation or training session is given by the counselor. These events may request a counselor presence to lead a discussion after a movie about a sensitive topic, provide support for events that contain topics that may potentially trigger guests, etc.

In order to provide well planned presentations/training sessions and/or event support, the following guidelines are set forth:

- For events in which a presentation/training or event support must be provided by the Counseling Center, a minimum of fifteen (15) business days advance notice must be given.
- If your educational presentation/training session request is outside of normal business hours (Monday-Friday, 8:30 a.m.- 4:30 p.m.), we ask that you guarantee at least ten attendees and please confirm this number no later than three days before the requested workshop.
- Deadlines for submitting Outreach requests are April 1st for Spring Semester and November 1st for Fall Semester. Due to the end of the semester being our busiest time seeing clients, unfortunately we will not be able to fulfill requests that are submitted past these deadlines.
- May 1st is the last date we can provide outreach services for the Spring Semester and December 1st is the last date we can provide outreach services for the Fall Semester.

Please either complete and scan/email the event request form to counselingcenter@njcu.edu or complete the Request Submission Qualtrics form. Also, please email the counseling center and provide the following information: Title of presentation/workshop, Date, Time, Location. A staff member will schedule a time to discuss the event with you and determine how we can support the activity. We request this completed form at least three weeks in advance, however we greatly appreciate additional notice. Submission of the form with advance notice allows time to meet and review it, clarify counseling's role in the event and identify the staff member to be present.