**“Create Your Own” Smiley Professional Event**

**One-on-One Meeting with Financial Coaching**

Set up a meeting with a Financial Coach to work on an individual financial success plan.

**To get Pro Events Credit:**

1. **To book an appointment,** contact the financial coaches at [finlit@uwsp.edu](mailto:finlit@uwsp.edu) Appointments must be at least 45 minutes long to qualify for Pro Events credit. Appointments are happening virtually via Zoom.
2. **Email the Pro Events Attendance form**(next page) to the person you met with and have it electronically or physically signed and sent back to you. Form will not be accepted without either a physical or electronic signature from the person you met with.
3. **Include the COMPLETED Pro Events Attendance form** in the Qualtrics survey. To fill out the Qualtrics survey, follow the link or scan the QR code below. Credit will not be granted if survey is incomplete or if the attendance form is not completed or attached. Please allow a few days for processing, Events Credit is not posted immediately.

**SMILEY PRO EVENTS---ATTENDANCE DOCUMENTATION FORM**

***Follow these steps to request credit for an official Pro Event (in-person or virtual)   
when no sign-in sheet or attendance-taking procedure is available.***

***All steps must be completed by Fri. Mar. 18 for credit in first half of Spring 2022***

***OR***

***Fri. May 13 for second half of Spring 2022.***

**BEFORE EVENT:**

* **If attending an in-person event: print this form.**
* **If attending a virtual (Zoom) event: download a copy of this form.**

**AT EVENT:**

* **If attending an in-person event: enter event details and obtain signature of event organizer or speaker. Scan or take a photo of the signed form.**
* **If attending a virtual (Zoom) event: ask for email address of event organizer or speaker, then send them a copy of this form with event details entered. Ask the organizer or speaker to email you a scan or photo of the form after they complete and sign the form.**

**AFTER EVENT:**

* **Scan this QR code or go to https://rb.gy/imw1r1**



* **Enter event details, answer short survey questions and upload scan or photo of this form, including signature of event organizer or speaker.**

Student name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of event: \_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_ Location of event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name and title of event organizer or speaker: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact info (phone or e-mail) for event organizer or speaker: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***I hereby confirm the attendance of the above student at the above event.***

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Event Organizer or Speaker Signature**