STUDENT CLUBS & ORGANIZATIONS COLLABORATIVE ACTIVITY FUNDS
Guidelines
2011-2012 Academic Year

Triton College is pleased to have a funding source available for student organizations fully registered with the Office of Student Life. Collaborative Activity Funds are not to be considered permanent organizational funding. The intention of Collaborative Activity Funds is to provide the opportunity for registered student organizations to present quality programming for the Triton College community. These funds are intended to be for one-time program use. Student organizations wishing to be considered for funding must complete the application process. The Dean of Student Services or his/her designee determines funding approval.

Funding Priorities
Funding will be allocated to programs that will generate a majority of the following outcomes:

➢ Increase the impact of current on-going events
➢ Develop activities that, over time, will establish Triton College traditions and contribute to students’ personal, cultural, social, educational, or career development
➢ Help organizations develop new programs that have a chance at significant campus impact and promote development of diversity and multi-culturalism in the campus community
➢ Develop more diverse programming and promote increased faculty, staff and student interaction
➢ Encourage the development of co-sponsored and multi-sponsored programming and enhance cooperation between Triton College organizations through joint projects
➢ Help retain students at Triton College through facilitating campus involvement.

Who is eligible for funding?
Any student organization that is currently registered and in good standing with the Office of Student Life is eligible for funding under these guidelines.

What are the criteria for funding?
➢ The programs have to be open to the entire Triton College community
➢ Programs must meet one of four areas of programming: Cultural, Service, Education, and/or Leadership.

Policies
1. Collaborative Activity Funds shall primarily be used to assist registered clubs and organizations in presenting programs, which they otherwise would be unable to present.

2. Applicants must list all other sources of funding and any efforts made toward raising funds other than Collaborative Activity Funds on the Program Planning/Budget Form.

3. Funding for a program shall not exceed $2,000 or a yearly maximum of $4,000 per organization.

4. Funding for events and programs will depend upon the merit of the program and availability of project funds. Triton College accounting procedures must be followed.

5. A series is a program comprised of multiple events spanning days, weeks, or even months. As such the following guidelines apply:
➢ Funding for a series shall not exceed $2,000 or a yearly maximum amount per organization of $4,000.
➢ Documentation in the series application must include a detailed list of artists and attractions, list of supporting technical costs, and an overview of the whole series showing component events, budget resources, and performance dates. This information must be attached to the application.

6. As a general rule, funds will be allocated for programs held on College premises only.

7. If admission is to be charged to students for an event funded by the projects fund to cover a portion of the cost incurred by the program, income generated above the costs, up to the full amount of the funds granted, must be refunded. The organization may collect donations at the door if it is made clear what the funds will be used for. A donation will not be required for entrance to the program.

8. Funds will be allocated to organizations whose programs will directly benefit or serve a large segment of the student body.

9. Registered student clubs or organizations that have non-Triton College members, must insure that handling of all funds is by a Triton College student or their Triton College campus advisor.

10. Programs not eligible for funding include those activities whose programming is geared for a limited audience, such as recognition awards and banquets, denominational religious activities or partisan political activities.

11. Project funds cannot be used for capital improvements, one-time purchases of equipment, etc.

12. No project funds shall be used to fund scholarships, student or Triton College administrative stipends, salaries or travel.

13. Funds must be used in compliance with state and College regulations.

14. The Dean of Student Services or designee must approve/process all expenditures using the Collaborative Activity Funds. An appointment to discuss expenditures is required upon funding approval.

15. Registered organizations may not discriminate in their membership by race, ethnic origin, nationality, religious preference, age, disability or sexual preference, in their actions or in their constitution or by laws.
Procedures
1. Complete the Collaborative Activity Funds application.
2. Include a detailed copy of the proposed budget (get exact costs and number of items that will be purchased). Use the Program Planning/Budget form that is included in this packet. Notice what areas the Collaborative Activity Funds may be used for and what expenses must be covered by the student organization.
3. Return completed application and budget to the Dean of Students Office at least four weeks before the event occurs.
4. Organizations receiving fund allocations must evaluate their program, using the evaluation form included in this packet. The evaluations must be tabulated and returned to the Dean of Students Office within ten days after the program. Failure to turn in the evaluation form may limit future funding.
5. All receipts or copies of receipts for the program must be turned in with the program evaluation.

*If the program is being co-sponsored, please indicate which organizations are responsible for each aspect of the program.

Submitter's Responsibilities:
1. Discuss program ideas with members of your organization. Have them help with brainstorming ideas and generating feedback. Look for other organizations that may want to co-sponsor the program with you. The more people that have a vested interest in the program, the better.
2. Decide on an appropriate date for the program. Review the dates and times on the Student Life calendar of other programs. You and/or your campus advisor are required to ensure that appropriate room reservations are made.
3. Outline the program budget. Obtain current cost information for all services needed including: honorarium/artist fees, publicity and printing costs, technical support and equipment rental, travel arrangements for speaker/artist, special contract requests/needs of speaker/artist, and additional staffing needs (i.e. security, sound technician, etc.).
4. Do not sign a contract. The Office of Student Life will assist with contracts. Schedule an appointment through the Office Coordinator.
5. Prepare a draft of promotional materials and put together a promotional timeline. PROMOTIONAL MATERIALS MUST MEET COLLEGE REQUIREMENTS. REFER TO THE TRITON COLLEGE POSTING POLICY FOR DETAILS.
6. Track production deadlines. Put together a timeline for planning that includes: contract deadlines, transportation arrangements for guest speakers, promotional material due dates and distribution dates, press release due dates and issue dates for ads, room set-up, technical support, catering schedules and production team deadlines.

7. Required. Get feedback from attendees for suggestions on improving future programs and evaluate the program.
8. Complete all necessary forms by their deadlines.

Standards for Reviewing Program Proposal
When reviewing program proposals, the Dean of Student Services and his/her designee(s) will consider the following:
- Guidelines in this document
- Program content
- Total program cost in relation to expected attendance and cost per person
- Amount of funding that has been given to similar programs
- Number of similar programs for the current academic year
- Total funds remaining
- Previous response to similar programs
- Programming ability of requesting group(s) or individual(s)
- Calendar listing for campus activities during the scheduled program's date and time
- Room reservations or holding confirmation

In case the program proposal is denied funding, the submitter may receive all the following information in writing via the Dean of Student Services Office:
1. Recommendations for revisions and improvements of the proposal
2. Reasons for denial
3. A date to resubmit the proposal for review, if applicable.

Suspension of Programming Privileges
Violations of college policies, funding procedures, and destruction of college property during a funded program can be cause for suspension of privileges and damage costs assessed to accused parties. The Dean of Student Services will determine terms of suspension.

Dates & Deadlines
Collaborative Activity Funds applications will be accepted up to four weeks prior to the event date, pending availability of funds.

No programs may be scheduled on the following dates during the academic year:
- Labor Day
- Thanksgiving
- Fall Finals
- Winter Break
- Martin Luther King Day
- President's Day
- Spring Break
- Spring Finals

Submissions are encouraged as early as possible for review and approval.

Funds are allocated on a first-come, first-serve basis.
STUDENT CLUBS AND ORGANIZATIONS COLLABORATIVE ACTIVITY FUNDS
Application

Name of Event: ________________________________________________

Name of Sponsoring Registered Organization _____________________________

Sponsoring Organization’s Account Number ____________________________ (if applicable)

Contact Person’s Name: ____________________________________________ E-Mail: ______________________ Required

Address, City, State Zip ____________________________________________

Phone Number: ___________________________________________________ Required

Advisor’s Name: _________________________________________________ Phone: ___________________________ E-mail: ______________________ Required

Organization(s) and Individual(s) Co-Sponsoring Event:

<table>
<thead>
<tr>
<th>Organization</th>
<th>Contact Person</th>
<th>Phone/e-mail</th>
<th>Advisor</th>
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</thead>
<tbody>
<tr>
<td>Organization</td>
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<td>Organization</td>
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<td>Organization</td>
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<tr>
<td>Individual or Office</td>
<td>Contact Person</td>
<td>Phone/e-mail</td>
<td>Advisor</td>
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</tbody>
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Date of the Event ____________________________ Time ____________________________ Location ____________________________

Type of Event (Circle One): Educational    Leadership   Cultural    Service

Purpose of the Event (Include strategies for meeting funding priorities as stated in the Funding Guidelines):

_____________________________________________________________________________
_____________________________________________________________________________

_____________________________________________________________________________

Attach a copy of the Program Planning Budget Form to the back of this application, staple in upper left hand corner.

Return completed forms to the Dean of Student Services Office, Student Center, B-120
River Grove, IL 60171. Questions: 708.456.0300 ext 3230

FOR OFFICE USE ONLY

Approved ___________________________________________________________ Allocation: $ ____________

Dean of Student Services

Denied ______________________________________________________________ Date Received: ______________

Dean of Student Services

Additional Comments: _______________________________________________
# STUDENT CLUBS AND ORGANIZATIONS COLLABORATIVE ACTIVITY FUNDS

## Program Planning/Budget Form

Please use this form to **itemize all expenses** related to the program. Make sure all costs are accurate and detail what is included with any fees or costs. Attach additional sheets if necessary. If the program is relying on the project fund for the majority of funding do not enter into any agreements or sign any contracts until an official decision has been made regarding the application.

<table>
<thead>
<tr>
<th>Items covered by grant</th>
<th>Budgeted Amount</th>
<th>Description</th>
<th>Contributed by/Revenue Source</th>
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<tbody>
<tr>
<td><strong>TALENT/ENTERTAINMENT FEES</strong></td>
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<tr>
<td>(speaker(s), artist(s), film(s), band(s), etc)</td>
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<tr>
<td>contract/honorarium/artist fees costs/transportation</td>
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<tr>
<td>other</td>
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<tr>
<td><strong>CATERING</strong></td>
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<tr>
<td>hospitality</td>
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<tr>
<td>other</td>
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<tr>
<td><strong>ADVERTISING/PROMOTION</strong> (on campus only)</td>
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<tr>
<td>tickets (quantity)</td>
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<tr>
<td>posters (size, color, quantity)</td>
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<tr>
<td>flyers (size, color, quantity)</td>
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<tr>
<td>Fifth Avenue Journal (size, color)</td>
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<tr>
<td>Invitations (type, color, quantity)</td>
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<tr>
<td>WRGG Radio (88.9 FM)</td>
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<tr>
<td>other</td>
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<tr>
<td><strong>EQUIPMENT</strong></td>
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<td>sound</td>
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<td>lights</td>
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<td>staging</td>
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<td>microphones</td>
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<td>tv/cd player</td>
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<td>computer and projector</td>
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<td>other</td>
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<td><strong>TECHNICAL SUPPORT</strong></td>
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<td>security</td>
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<tr>
<td>sound technician</td>
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<tr>
<td>lighting technician</td>
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<tr>
<td>other</td>
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<td><em>If a technical rider is required, please attach it.</em></td>
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<table>
<thead>
<tr>
<th>Items not covered by Collaborative Activity Funds</th>
<th>Budgeted Amount</th>
<th>Description</th>
<th>Contributed by/Revenue Source</th>
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<tbody>
<tr>
<td>by/Revenue Source</td>
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<tr>
<td><strong>LOCATION</strong></td>
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<tr>
<td>set-up</td>
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<td>decorations</td>
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<tr>
<td>other</td>
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<tr>
<td><strong>SUPPLIES</strong></td>
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<tr>
<td>(markers, poster board, awards, gifts, prizes, easels/flipchart paper, costumes, etc.)</td>
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<tr>
<td>other</td>
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<td>other</td>
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<td>other</td>
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<thead>
<tr>
<th>Total Program Budget</th>
<th>Amount Requested</th>
<th>Funding from other sources</th>
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Program Evaluation

The Program Evaluation form must be completed and submitted to the Dean of Student Services Office, Student Center, B-120 within 10 days after the event. A copy of all receipts or billing statements for costs related to the program should be stapled to this evaluation.

Please complete the following:
Name of Event: ________________________________

Date of the Event _______________ Time __________________ Location _________________________________

Number in Attendance: ______________________

EVALUATION SUMMARY:
Groups are required to offer participants an evaluation process, register the results below and provide all copies of the participant evaluations to the Director of Student Services Office.

1. Overall the program was rated: Excellent 5  Average 3  Poor 1

   Total number responses: ______

2. Comments:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

3. List suggested improvements:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

4. What were some of the challenges? Why?
________________________________________________________________________
________________________________________________________________________