

# **Community Chest Fund**

## **2011-2012 Information and Application**

The purpose of the Community Chest Fund is to provide opportunities for registered student organizations at Southwestern University to offer campus-wide programs. The Community Chest encourages SU students to “think big” by supporting programs that cannot be executed with the money available from the fees and allocation process alone. This fund is intended to support events that are engaging, entertaining, interactive and inclusive.

The Community Chest Committee is comprised of four representatives from the Coalition for Diversity and Social Justice (CDSJ), one representative from the University Programming Council (UPC), one representative who is a member of a Panhellenic organization, one representative who is a member of an Interfraternity Council (IFC) organization and one staff member. The Committee meets as needed to review applications.

Approved events must include “Community Chest Funded” on all event advertising, including posters, banners, email blasts, Facebook events, event programs, etc. A post event evaluation form must be submitted to The Office of Student Activities within 30 days following event. Failure to include “Community Chest Funded” on event advertising or submit a post event evaluation may disqualify your organization from receiving funding for future proposed events.

### **Eligibility Criteria:**

- This fund is dedicated exclusively to registered student organizations. Academic and other departments may collaborate with a student organization to coordinate a Community Chest funded program; however the student organization is responsible for proposing the program.
- Events must be engaging, entertaining, interactive and inclusive.
- Events must be free, held on-campus in an accessible location and be open to all members of the Southwestern Community.
- Note: The Office of Student Activities reserves the right to review organization budgets to ensure that allocated organizational funds are being utilized.

**Application Details** – You must submit the following at least three weeks prior to your event to be considered for funding:

- Application
- Proposal (one page maximum): State the purpose of the event, specific details about the event, why your organization believes the Southwestern community will benefit from the event, and explain how your event will be engaging, entertaining, interactive and inclusive. If your organization has hosted the proposed event previously, please provide a snapshot of why you thought the event was successful including attendance, feedback from students who attended and use of budget.
- Budget: Outline your anticipated expenditures for your entire event including speaker/entertainer fees, advertising materials, event supplies, food costs, etc. Indicate if your organization has other sources of funding for your program.
- A representative from your organization must attend the Committee meeting to present the proposal and answer questions from the Committee. The Committee will notify the organization of their decision within 48 hours of the Committee meeting. Organizations whose funding is denied may revise their proposal and reapply.

# Community Chest Fund: 2011-2012 Application

*Applications will be considered completed when accompanied by your proposal and budget. Submit application to Lisa Dela Cruz in the Office of Student Activities no later than THREE WEEKS PRIOR to proposed event date.*

NAME OF EVENT: \_\_\_\_\_

SPONSORING ORGANIZATION(S): \_\_\_\_\_

EVENT DATE/TIME: \_\_\_\_\_ ANTICIPATED ATTENDANCE: \_\_\_\_\_

REQUESTED COMMUNITY CHEST ALLOCATION: \$ \_\_\_\_\_

HAS THIS EVENT BEEN HELD PREVIOUSLY?  YES  NO

EVENT CONTACT: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ORGANIZATION LEADER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADVISOR SIGNATURE (required for requests > \$500): \_\_\_\_\_

*By submitting this application, you agree that if you receive Community Chest Funding, you will include "Community Chest Funded" on all event advertising and you will submit a post event evaluation within 30 days following your event. Failure to do so may disqualify your organization from receiving funding for future events.*

SUBMITTED BY: \_\_\_\_\_  
(Printed) (Signature) (Date)

*Please submit the bottom portion of this page to the Office of Student Activities within 30 days following your event.*

## Community Chest Fund: Post Event Evaluation

NAME OF EVENT: \_\_\_\_\_ ATTENDANCE: \_\_\_\_\_

DATE/TIME/LOCATION OF EVENT: \_\_\_\_\_

BRIEF DESCRIPTION OF EVENT:

WHAT WERE THE MOST SUCCESSFUL AND LEAST SUCCESSFUL ASPECTS OF YOUR EVENT?

DO YOU PLAN ON HOSTING THIS EVENT AGAIN IN THE FUTURE? IF YES, WHAT WOULD YOU CHANGE ABOUT THIS EVENT?

PLEASE ATTACH A BUDGET BREAKDOWN STATING HOW YOU UTILIZED YOUR COMMUNITY CHEST ALLOCATION.

SUBMITTED BY: \_\_\_\_\_  
(Printed) (Signature) (Date)