

Programming Request Guidelines

As a student chapter of SACNAS, you are eligible to submit proposals for a budget allotment to contribute to your program and event planning for a SACNAS Regional Meeting. Your chapter must be recognized as an active chapter and contribute to the mission of SACNAS. For budget consideration, you must follow the appropriate guidelines set by the SACNAS Chapter Committee.

Purpose

The purpose of the SACNAS Chapter Regional Meeting Grant is to provide leadership opportunities for chapters, a forum for chapters to network with each other, and to help promote your own chapter activities and efforts.

Funding Availability

Funding has been made available to you with the coordination of SACNAS Executive Committee. Funding may not reoccur yearly; however, budget considerations will be based on past program and event performance evaluations. The Chapter Committee anticipates funding three chapter regional meetings with approximately \$2,000-\$2,500 per meeting.

Eligibility

The SACNAS Chapter Committee will accept proposals from student chapters who are recognized by SACNAS National Office and **who contribute to the mission of SACNAS**. Single proposals may be submitted by multiple SACNAS chapters who indicate that they are working in partnership to coordinate one regional meeting. Please indicate the chair, co-chairs, or committee who are responsible for coordinating the regional meeting.

Non-eligible

- a. Social Events like banquets, social gatherings that do not contribute to SACNAS mission.
- b. Travel and conference subsidies (that are not related to regional event)
- c. Charitable or fundraising events

SACNAS Chapter Committee is not limited only to the above list; SACNAS Chapter Committee reserves the right to deny funding (if applicable).

Proposals

Chapters seeking funding through SACNAS shall submit a detailed **proposal** demonstrating the selection criteria and a detailed budget. Proposals should be reviewed by the student organization president, treasurer, and advisor. A current financial report from your institution or bank for the chapter must be attached to the proposal in order to verify your chapter's financial viability. If your organization is making a proposal for more than one regional meeting, please prioritize your requests for funding. The proposal process will include four steps: selection criteria (chapters will include the actual proposal and request of funds), proposal review (by SACNAS Chapter Committee),

award approval (by SACNAS Chapter Committee), and event evaluation (chapter will submit an event evaluation and work with SACNAS evaluator Jack Mills on event-specific focus groups).

I. Selection Criteria

Funding consideration will be given preference to those who submit a detailed proposal, and preference will also be given to SACNAS chapters who are consistently involved with the overall function of the SACNAS Chapter Program and SACNAS mission.

Proposal Details:

1. Program or event must be open to *all* student chapters within driving distance of your area. Please consider the following:
 - Whether this regional meeting is open to SACNAS members not in chapters.
 - Determine the event's capacity and the maximum number of people you can serve in order to best assess a registration process.
2. Outline the planning committee members and roles, including co-chairs and at least one chapter advisor. Planning committee may include members or advisors from more than one chapter.
3. Indicate the SACNAS chapters or universities/colleges/high schools that will be invited to attend the meeting. Include how the planning committee will work with these institutions to share costs and/or plan the event.
4. Outline program(s) and demonstrate how it might be valuable to the SACNAS chapter community and/or precollege community.
5. Proposals must be made at least 45 days prior to the first scheduled program or event.
6. Proposals must be approved by at least the president, treasurer, and advisor of your student organization. Please acquire signatures.
7. Proposals must include an itemized budget in a per line sequence. Please make sure you do your research on cost of each item. Please do not estimate or guess what something might cost. (see attached document in Excel file)
8. Advertisement: *prior* to submitting your event for publication/copies, you must obtain SACNAS Chapter Committee Approval of your advertisements; if granted with SACNAS funding, you are required to list SACNAS National as your main sponsor.
9. Include any possible charges that may incur at the regional meeting you are proposing budget for. You may estimate number of attendees. If the regional meeting or a similar type of event has taken place in the past, please provide information regarding attendance and/or success.
10. Proposal must also include other sources of income or requested income; please make sure you have made all funding considerations based on producing a regional event.

II. Proposal Review

1. Your proposal shall be reviewed by the SACNAS Chapter Committee within two weeks from the date submitted.
2. You will then receive a telephone call for a budget hearing (if needed). The budget hearing will consist of SACNAS Chapter Committee asking questions related to the proposals.
3. The SACNAS Chapter Committee will submit a decision a week after the budget hearing. The decision may include another budget hearing, a finalized budget approval with modifications, request for resubmitting a new proposal, or suggestions for other funding sources.

III. Award Approval

Once your budget has been approved, the SACNAS Chapter Committee will mail you a check with the approved funds. The process will be given to you at the timely manner so you can have accessible prior the event. If you proposal was not submitted on-time, funds may be delayed.

IV. Evaluation of the Event

Your RESPONSIBILITY after each SACNAS funded program or event

The SACNAS Chapter Committee will expect you to submit an evaluation event no later than two weeks after the program or event has been scheduled. In addition, the Chapter Committee expects that you provide full cooperation for SACNAS evaluator, Jack Mills, who will coordinate on-site focus group evaluation.

The evaluation should include:

1. Number of Participants: please have a sign in sheet at each of your programs or events.
2. Detailed budget sheet on exact expenses; please include copies of invoices or receipts.
3. Include a copy of any advertisements/publicity, programs, or paraphernalia distributed for the success of your program.
4. Detail process of planning and what you would change if you repeated this program or event, or if you planned another similar to the one stated.