



## Chapter Community Gathering Checklist

**Definition:** A SACNAS Chapter Community Gathering is a coming together of at least one active SACNAS Chapter with other Chapters and groups that either currently have or wish to have a connection with SACNAS (institutions or organizations that support the [mission and vision](#) of SACNAS).

**Introduction:** In an effort to (1) promote SACNAS' strategic plan, (2) strengthen long-term efforts in achieving True Diversity in STEM, and (3) support Chapters to put on successful, safe and welcoming gatherings, we have set out guidelines for SACNAS Chapter Community Gatherings in this document. These guidelines include sections for:

1. Purpose and Process Overview
2. Leadership
3. Logistics
4. Planning for Inclusion & Belonging
5. Funding and Partnerships
6. Branding and Marketing
7. Submitting a Proposal
8. Appendix A: Resources

### SECTION 1: PURPOSE AND PROCESS OVERVIEW

**Purpose:** SACNAS Chapter Community Gatherings are excellent ways of promoting [SACNAS' Strategic Plan](#) and strengthening the long-term efforts to diversify STEM. Gatherings can:

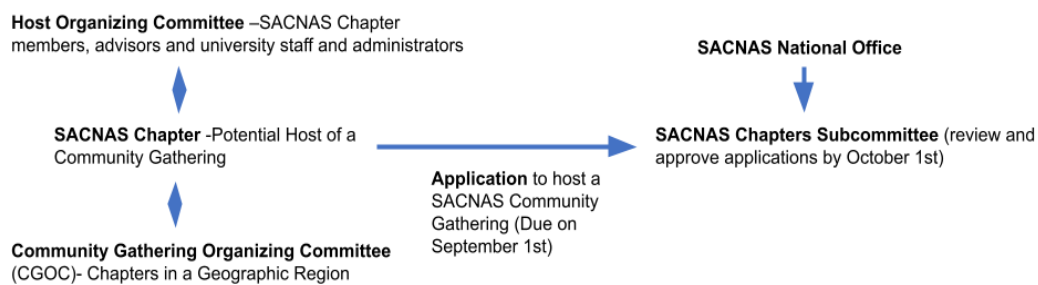
- Provide leadership and advocacy opportunity for host chapter members and organizers
- Promote networking and collaboration among and between SACNAS chapters that are geographically close
- Offer personalized, engaging and *free* professional development opportunities for SACNAS members, students, professionals and their local communities
- Strengthen community understanding and engagement with SACNAS chapters and the SACNAS mission

**Process Overview:** To successfully organize a gathering, a Chapter Community Gathering Organizing Committee (CGOC), made up of interested parties, should be formed to organize a Community Gathering at their local institution. We strongly encourage groups to create this

organizing body to plan and develop ideas around the content, theme, location and timing of an event, *prior to submitting a proposal* ([an online proposal form can be found here](#)). Proposals should be submitted by July 30\*, the year prior to the intended date of the event. Proposals are reviewed by SACNAS Chapters Committee and approved by SACNAS National Office. Please refer to Section 7 for more information.

\* For 2023 only, proposals for 2024 events should be submitted by September 1, 2023

The below diagram represents the flow of interactions when planning a SACNAS Community Gathering. Refer to section 2 for detailed information of these groups.



## SECTION 2: LEADERSHIP

Collaboration within the nearby areas where the Gathering is being proposed is necessary to ensure a successful application. To that end, two committees are required:

- The **Community Gathering Organizing Committee (CGOC)**, includes one (1) representative for each of the collaborating SACNAS chapters in the area where the gathering is taking place, and a member of the SACNAS Staff.
- The **Host Organizing Committee (HOC)** includes members of the host institutions chapter, their advisor(s), and institutional staff and administrators. The host chapter must be an active SACNAS chapter, officially recognized by the SACNAS National Office.

How is a SACNAS Community Gathering Organizing Committee member selected? An odd number of individuals must serve on the CGOC. An individual from each institution / organization collaborating in the creation of the Community Gathering is selected by the institution / organization to represent that institution / organization and participate in CGOC meetings. If that individual is unable to attend a specific CGOC meeting, a designated substitute must attend. An individual from the host institution must be the Chair of the CGOC and attend all CGOC meetings. Additionally, a SACNAS Staff from the SACNAS National Office must be invited to all CGOC meetings. Ideally, the CGOC should include Chapter Advisors, SACNAS

members, community members, Native American / Indigenous representatives, and other institutional / organizational officials.

*Who does what?* Chapter advisors or leaders from institutions within a specific area can volunteer to participate as members of the CGOC, at least one member representative per campus. If a community member wants to be involved, but does not have a chapter, they may participate as long as they are an active SACNAS member.

**Decision-making:** Individuals from the organizing committee are involved in the planning and decision making for the group. The CGOC decides by consensus on the host Chapter, the location, and the timing of the Community Gathering, and in consultation with the host Chapter's institution / organization and the SACNAS National Office. If complete consensus is not reached on the host Chapter, a majority vote should be taken. If votes on decisions are cast, one vote per chapter is counted.

**Meetings and pre-planning:** Until a host location/Chapter is identified, a representative from a Chapter that either 1) has hosted most recently a Community Gathering (previously known as a regional conference) or 2) is from the oldest Chapter in the CGOC will run the CGOC meetings.

**Identifying a host location:** Before a proposal is submitted to SACNAS for review, the whole CGOC should review and discuss proposed ideas from potential host Chapters. This step serves to provide feedback to the potential host and strengthen a Community Gathering proposal. PLEASE NOTE: **The host chapter must be an active SACNAS chapter, recognized by the SACNAS National Office.** CGOC Chair: **Once a host is identified**, the host chapter representative will be the Chair of the CGOC during the given year in which the host institution hosts the Community Gathering.

**Submitting a proposal:** The host institution develops a *Host Organizing Committee* that will decide on the programming; however, consultation with the CGOC should take place throughout the planning process, and the CGOC contributes to the Community Gathering proposal and follows through. SACNAS Staff must be invited to discussions coordinating activities for the Community Gathering after the CGOC is approved to host a Community Gathering. Refer to section 7 for more information about submitting a proposal.

*Who makes up the Host Organizing Committee (HOC) and what do they do?* A Host Organizing Committee (HOC) is led by the Chair of the CGOC and includes the host Chapter's leadership body, such as Chapter Advisor(s), Chapter Officer(s), and other faculty, staff, administration and / or organizational officials who support their SACNAS Chapter and its activities. Ideally, the HOC should include members who have participated in previous SACNAS National Diversity in STEM Conferences and / or Community Gatherings (formerly known as Regional Meetings). Particularly important, members of the HOC should participate in the planning of their Community Gathering prior to applying to host the Community Gathering. The HOC should seek support for a Community Gathering from higher administration / officials of the hosting Chapter to ensure they have broad-base support from the institution / organization. This will

also help in promoting the mission of SACNAS and increase the host Chapter's network building.

*How should CGOC and HOC engage with the SACNAS National Office?* A Community Gathering host should engage the SACNAS Staff during all steps in their planning.

**Before submitting a proposal:** If a Chapter is interested in hosting a Community Gathering but has not submitted a proposal, they should seek advice, resources and expertise from the SACNAS National Office as well as the SACNAS Chapters Subcommittee, to inform them of a potential gathering, and so that these groups can help potential hosts with answering questions about the proposal.

**After submitting a proposal:** SACNAS Staff responsible for Chapter ([chapters@sacnas.org](mailto:chapters@sacnas.org)) activities and programs will be informed once a Community Gathering hosted by a specific institution/organization has been proposed and approved by the Chapters Subcommittee. SACNAS Staff must be invited to all planning meetings and will be in contact with the host to collect additional required information. This can include but is not limited to:

- Proof of harassment training
- Proof of safe driver training
- Verification of code of conduct
- Updates on potential partners/sponsors

Once approved, the SACNAS National office will aid in promoting the event through its networks and channels.

**During the gathering:** SACNAS Staff may participate in the Community Gathering program itself, such as in leading a professional development session.

**After the gathering:** Gathering hosts will be required to send information to the National Office following the completion of their gathering to aid in supporting future gatherings. This includes:

- Final total financial cost of the gathering
- Final Partner/Sponsor list including name, amounts of financial and other supports contributed
- List of participants
- Evaluation results\*
  - Template of evaluation will be provided pending approval of gathering with customization allowable

### SECTION 3: LOGISTICS (Location, Date, Time, and Travel)

*Location: How is the site of a SACNAS Community Gathering decided on?*

Institutions or organizations interested in hosting a SACNAS Community Gathering must [submit a proposal to the SACNAS National Office](#). Ideally, the host institution / organization Chapter

will consult and create a Community Gathering Organizing Committee (CGOC) representative of Chapter Advisors and institution / organization representatives interested in supporting the creation of the SACNAS Community Gathering. The proposal includes general information, such as preferred dates and location, as well as specific information such as a plan for involving the local Native American / Indigenous communities. The SACNAS Chapters Subcommittee and SACNAS Staff will review proposals before final approval is granted to the applicants. The Chapters Subcommittee includes both SACNAS members at the student, professional, and lifetime membership levels, Board of Directors representatives, and SACNAS Staff.

Please note: If a Gathering is being hosted at a location that is not a college, university, or institution, additional documentation will be required. The location of the gathering must be clearly defined in the proposal.

**Date and Time: How is the date/time for a SACNAS Community Gathering decided?**

The SACNAS National Diversity in STEM Conference is held annually in October. Therefore, a SACNAS Community Gathering cannot be held in the Fall. Host Chapters should plan a meeting during the spring academic semester, between January and April, to facilitate undergraduate student participation which aligns with SACNAS' mission.

The date and length of time for the Community Gathering should be included in the proposal application and should involve conversations with local SACNAS leaders that make up the CGOC. These local leaders may include Chapter Advisors, SACNAS members, and leadership from the host Chapter. After a date and time is finalized, the host Chapter communicates this information to the SACNAS national office to ensure it does not conflict with other SACNAS events occurring year around.

**Transportation:** SACNAS does not recommend students driving other students unless/until they have successfully passed a Motor Vehicle Record (MVR) check and taken an approved safe driving course. Chapters considering student drivers must include this in their proposal and will be required to send a list of potential drivers to the SACNAS National Office. Only SACNAS Approved Drivers may drive passengers on Chapter events. Drivers must be 21 years and older to drive other passengers in their car on SACNAS activities, show proof of insurance on their car and maintain an acceptable driving record. Please contact [chapters@sacnas.org](mailto:chapters@sacnas.org) for additional information at any time.

## **SECTION 4: PLANNING FOR INCLUSION AND BELONGING**

**Native American / Indigenous Inclusion:** A plan for involving, consulting, and centering the local Native American / Indigenous community as part of the preparation, activities, and evaluation of the Community Gathering is necessary to achieve the goals of SACNAS. We recognize this might be difficult and we do not want to burden these communities. The goal is to be inclusive and think about Native inclusion as part of the planning for the host organization.

**Accessibility:** A plan for accessibility should be part of the planning process for the Community Gathering to ensure that individuals with disabilities and differing abilities are able to request and receive accommodations to enable inclusion and full participation.

**Community Engagement:** In hosting a Community Gathering, the host SACNAS Chapter organizing the community gathering should reach out to and be mindful of community organizations in the area. Respecting traditions and inviting them to participate where applicable.

**Code of Conduct:** SACNAS believes in community gatherings that are inclusive, supportive, and free from any forms of harassment or discrimination. SACNAS values and respects the rights and privileges of others and asks that all organizers and participants of the Community Gathering honor SACNAS' mission and vision through compliance with Code of Conduct, as defined [here](#). The HOC must ensure that all community gathering participants agree to and acknowledge the code of conduct during the registration process.

**Family Participation:** Gatherings are intended for community building, mentoring, and networking amongst college students and colleagues. Therefore, gatherings are adult-oriented and are not intended for minor children (except high school students who are part of the event) to attend. SACNAS does not provide supervision for minor children and cannot take responsibility for them. Organizers understand that if children (age 17 and under) will be present at the event, this information must be included in the application, and mandated reporter training will be required. Please contact [chapters@sacnas.org](mailto:chapters@sacnas.org) for additional information at any time.

## SECTION 5: FUNDING AND PARTNERSHIPS

**Who funds a SACNAS Community Gathering?** Community Gatherings are generally funded by the host Chapter's institution / organization, although there is potential for modular mechanisms of support. For instance, multiple institutions / organizations may choose to leverage resources to fund the Community Gathering. SACNAS Partners **may not** be approached for potential funding and partnership for events. Contact the SACNAS National Office for discussion at [partnerships@sacnas.org](mailto:partnerships@sacnas.org).

**How are funds for a Community Gathering monitored?** The host Chapter's institution / organization works on a budget that covers the cost of hosting the Community Gathering and should seek financial support from internal leadership where the HOC has oversight of those expenses. Other institutions/organizations could contribute to the host institution's budget for the Community Gathering as partners.

**Partnerships:** Partners are an essential part of SACNAS - providing opportunities, resources, connections, and inspiration to the next generation of STEM talent. Partners demonstrate commitment to diversifying STEM and making the culture of science more inclusive, not only at their own institution or company, but across the country. The presence as a partner helps educate members and program attendees while positively influencing their academic and career paths.

*How can a Community Gathering seek partnership?* The CGOC and HOC will keep SACNAS Staff informed on potential partners to clarify alignment with SACNAS mission and document partnerships. SACNAS chapter logo, host Chapter's institution / organization, and / or any other partner who financially supports the Community Gathering should be acknowledged and submitted for review. The values of any partner must align with SACNAS's [mission and vision](#), as well as the host Chapter's institution / organization values.

*Which partners can be approached and how?* The host institution / organization / Chapter will be expected to support the Community Gathering by providing spaces and other resources as necessary for the execution of the Community Gathering. If a partner such as a company directly approaches the CGOC, HOC, or the host Chapter institution / organization about financially supporting the Community Gathering, the host must involve SACNAS Staff responsible for partnerships ([partnerships@sacnas.org](mailto:partnerships@sacnas.org)) and ensure that a partnership agreement is signed (template will be provided by SACNAS Staff). The host should take into consideration the needs and positionality differences in potential partnerships between collaborating institutions, organizations, and Chapters. IMPORTANT: When seeking partners, it is important to clarify with potential partners that they are partnering with an official chapter or chapters, and not the SACNAS National Office.

## SECTION 6: BRANDING AND MARKETING

*Who does the marketing for the community gatherings?* The host Chapter is responsible for creating marketing materials and promotions, such as a website, social media, registration, etc. Volunteers can donate time and effort to promote the Community Gathering. All marketing materials and promotions must utilize the host SACNAS Chapter logo (not the SACNAS National Office logo) and can include logos of collaborating chapters. Once the SACNAS National Office approves a Community Gathering, the National Office will help promote the Community Gathering through its networks and channels.

## SECTION 7: SUBMITTING A PROPOSAL

Chapters who review these guidelines are invited to prepare and submit a proposal to host a Chapter Community Gathering by July 1 of the year prior to the year they aim to hold their gathering. *(For example, a potential gathering for Spring 2025, should apply by July 1, 2024).*

After July 1, all proposals are reviewed by the SACNAS Chapters Subcommittee. Chapters will be contacted with the status and/or approval of their proposal from the SACNAS National Office ([chapters@sacnas.org](mailto:chapters@sacnas.org)) by September 15 of each year.

**For 2023 only**, proposals for 2024 events will be due September 1, 2023. All proposals will be reviewed by the SACNAS Chapters Subcommittee and Chapters will be contacted with the status and/or approval of their proposal from the SACNAS National Office ([chapters@sacnas.org](mailto:chapters@sacnas.org)) by October 1st, 2023.

*What happens if my proposal is **not** approved?* Proposals that are not approved will receive feedback to improve their proposal and will be invited to re-apply following consultation with staff of the National Office. Proposals that are not approved are not permitted usage of the SACNAS Chapter Community Gathering naming or branding and cannot be promoted by the National Office. Proposals requiring minor revisions will have the opportunity to complete their proposals by October 15.

**Thank you for your interest in Community Gatherings. Please contact: [chapters@sacnas.org](mailto:chapters@sacnas.org) if you have any questions regarding the above guidelines.**

## **APPENDIX A: Resources**

- A pre-proposal and post-event checklist can be found [HERE](#)
- Contact SACNAS Chapters Coordinator Angel Rebollar at [chapters@sacnas.org](mailto:chapters@sacnas.org)