



WEST LOS ANGELES COLLEGE
CULTURAL DIVERSITY COUNCIL
PROPOSAL REQUEST FORM

SAMPLES

The following pages provide samples of
well developed initial proposals submitted by
An Individual
A Group

NOTE: Proposals submitted by a group representing will typically receive
greater consideration for funding than those submitted by an individual



INDIVIDUAL SAMPLE

WEST LOS ANGELES COLLEGE CULTURAL DIVERSITY COUNCIL PROPOSAL REQUEST FORM

Deadline: THURSDAY, MAY 2, 2013, BY 3:00PM

A hardcopy of the entire proposal and the necessary supporting documents are due no later than **May 2, 2013, at 3:00PM to the Office of the President. Late submission will not be considered.**

Cultural Celebration: Extraterrestrial Heritage Week

Date(s): October 21-25

Requested Funds: \$ 400

Sponsored by: Prof. Jane Doe, Science Div.
(Please include name(s) of the people involved in the event planning.)

Contact person name: Jane Doe

Phone & email: Cel 111-222-1234 Office 222-333-4567

Brief description of event:

The week would consist of a guest speaker TBD; a "Star Party" (students / employees invited to bring telescopes and use campus telescopes to view the stars in the evening); dress like an alien day; and a screening of "Close Encounters". The activities would occur on Monday, Tuesday, Wednesday or Thursday. No Friday or weekend activities are planned.

Total Budget allocation and support needed:

GUEST SPEAKER (attach additional page if needed)

Guest speaker: TBA Cost: \$ 100 for honorarium

Date and time: between Oct 21 -24 during my regular class meeting

Facility need: my classroom

PR support: Yes No Tech support: Yes No

Describe Event & Budget Allocations:

1 to 4 speakers will present information on the origin and mission of Extraterrestrial Heritage Week and some of the organizations associated with this topic. The speaker(s) will be an academics or journalists or other experts. I will divide the \$100 between the speakers.

Provide attendance goal (if applicable) and plan for meeting goal:

My goal is at least 60 students. Because the speakers will come to my regular class, there will be a guaranteed audience of about 30 students. I will invite other instructors to bring their classes. Two already have indicated their interest. Also, I will ask that PR invite other classes and the campus community and do a press release inviting the community. I will also work with the Digital Design Studio to have the video of the speaker edited down and posted to the campus YouTube channel and make it available for my online class.

Describe support needs:

Video tape set-up (I can run the camera if the equipment is left with me); DDS to edit the video and post to campus YouTube

ACTIVITY #1	
<input checked="" type="checkbox"/> Activity #1: \$ Star Party	Cost: \$ 150 for food/beverages
Date and time: between Oct 21 -24 from 7:00 – 9:00pm	
Facility need: MSA Walkway, Science Dept Telescopes, 4 tables, 20 chairs, trash cans	
PR support: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Tech support: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Describe Event & Budget Allocations:	
I will invite students and employees to bring telescopes and use campus telescopes to view the stars in the evening. I will provide guidance on what can be seen. Food, desserts and beverages will be provided. All \$150 is for the food/beverages.	
Provide attendance goal (if applicable) and plan for meeting goal:	
My goal is 100 people. It will occur during my regular class, so there will be a guaranteed audience of about 30 students. I will invite other instructors to bring their classes. Two already have indicated their interest. Also, I will ask that PR invite other classes and the campus community and do a press release inviting the community. I am a member of the local Aliens Among Us Club which typically turns out for these events. I think 20 people can be expected from that group.	
Describe support needs:	
Facility - set up on MSA; PR - Internal campus publicity, press releases, local newspaper ads (only if PR can fund it); Deputies - should stay in the area; My students and I will set up and clean up the food and telescopes.	

ACTIVITY #2	
<input checked="" type="checkbox"/> Activity #1: \$ Dress Like An Alien / Close Encounters	Cost: \$ 250 for food, PR, prizes
Date and time: Wed, Oct 23 12:15 – 2:30pm	
Facility need: GC 160 or FA 100 or ATA Theater, 4 tables, trash cans, maybe podium & mic	
PR support: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Tech support: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Describe Event & Budget Allocations:	
There will be tables outside the venue where students can get snacks and information about Extraterrestrial Heritage Week and related topics. From 12:30 – 12:45, student who want to be in the costume contest will come to the front of the room. I will ask the audience to vote for best costume by applauding. The two students with the most applauds will win \$25 WLAC Bookstore gift cards. The contest will be followed by a screening of Close Encounters. I have a copy of the move on DVD.	
\$150 Food/Beverages; \$50 Publicity Posters; \$50 for 2 bookstore gift cards of \$25 each.	
Provide attendance goal (if applicable) and plan for meeting goal:	
My goal is 50 students. My classes will be able to attend and write reports for extra-credit. I anticipate at least 20 of my students. I will ask that PR invite the campus community, promote internally and will contribute \$50 of my budget for posters around campus. I will also ask for ASO's assistance in promoting the event.	
Describe support needs:	
A DVD projector if the room does not have one; table/trash can/podium/mic set up; after event clean up; internal PR	

OTHER INFORMATION:

While Extraterrestrial Heritage Week is celebrated by fewer people than the other more well known celebrations, I believe it is important to expose students to ideas and cultures that they might otherwise not come in contact with.

The guest speakers I have in mind will actually cost more than the allotment I have requested. However, the Aliens Among Us Club has offered to match whatever funding the college provides.

SIGNATURE:

Contact person signature Date

DIVERSITY COMMITTEE: RECOMMENDED ~OR~ NOT RECOMMENDED

Remarks:



GROUP SAMPLE

WEST LOS ANGELES COLLEGE CULTURAL DIVERSITY COUNCIL PROPOSAL REQUEST FORM

Deadline: THURSDAY, MAY 2, 2013, BY 3:00PM

A hardcopy of the entire proposal and the necessary supporting documents are due no later than **May 2, 2013, at 3:00PM to the Office of the President. Late submission will not be considered.**

Cultural Celebration: Extraterrestrial Heritage Week

Date(s): October 21-25

Requested Funds: \$ 500

Sponsored by: The WLAC Alien Club – Prof. Jack Smith, Astronomy; Prof. Bill Smith, Philosophy; Jill Smith, Athletics; Jane Johnson, Student Services; Bill Johnson, CDC; Jack Johnson, Facilities; The Alien Student Group (approximately 10 members)
(Please include name(s) of the people involved in the event planning.)

Contact person name: Prof. Jack Smith

Phone & email: Cel 111-222-1234 Office 222-333-4567

Brief description of event:

We propose one large all day event on Wed, Oct 23. At 10am, a prestigious guest speaker will speak to the West community and guests from the community. From 12 – 2 there would be an information fair in front of MSA and a costume contest. From 7:00 – 9:00pm, there would be a Star Party. NOTE: The Alien Club will contribute \$500 to event, if approved, that we raise or pull from our pockets.

Total Budget allocation and support needed:

GUEST SPEAKER (attach additional page if needed)

Guest speaker: TBD Cost: \$ 500 for honorarium

Date and time: Oct 23 @ 10am

Facility need: FA 100, Lectern & Microphones, food tables outside, laptop and projector

PR support: Yes No Tech support: Yes No

Describe Event & Budget Allocations:

The "Aliens Among Us" organization (www.AliensAmongUs.com) has an impressive roster of expert speakers available to hire for educational events such as this. They include professors from prestigious universities, noted authors, scientists and others. The topic is tentatively, "Aliens Among Us – Facts & Fiction"

All \$500 will go to the speaker. Our club will pay for refreshments.

Provide attendance goal (if applicable) and plan for meeting goal:

Our goal is at least 350 guests. At least two classes of 30-40 people are guaranteed to attend. We will invite other classes as well. The science department has indicated interest in this activity. The "Aliens Among Us" organization puts out press releases and web posts whenever one of their speakers has an engagement. That typically brings 100+ people when the event is free or low cost. We'd like PR to issue a press release to the regular local papers and some that we will suggest. Also, we believe the speaker will be of a caliber that warrants the college buying advertising in local papers. We will purchase and post flyers and posters around campus and in the community.

Describe support needs:

Theater set up; PR – press releases, internal PR, advertising, poster/flyer design, etc; campus Sherriff; free parking for the day?

ACTIVITY #1

Activity #1: \$ [Information Fair](#) / Costume Contest Cost: \$ 0 for

Date and time: [Oct 23 12:00 – 2:00](#)

Facility need: [MSA Walkway, PA System, stage](#)

PR support: Yes No Tech support: Yes No

Describe Event & Budget Allocations:

We would like to have 8 – 10 canopies with tables and chairs on the MSA Walkway. We will invite local groups associated with this topic to man information booths. To keep it festive, we will have recorded music playing with songs related to space and aliens (Men In Black, Star Love, Starman, Rapture, etc). The Alien Student Group will sell space-themed food and beverages. At 12:30, we will ask costumed students to come on stage for the contest. The winner will be selected by crowd applause. The winner will receive ASO movie tickets.

The groups who participate will come for free. The WLAC Alien Club will provide the food and prize at our own expense.

Provide attendance goal (if applicable) and plan for meeting goal:

Our goal is for 300 students/employee to pass through the fair. The fair occurs during a time of day where students naturally accumulate. Also, some of the crowd from the guest lecture will pass through. Internal publicity and the costume contest should also drive participation.

Describe support needs:

Facility - set up on MSA; PR - Internal campus publicity, press releases, local newspaper ads (only if PR can fund it); Deputies - should stay in the area

ACTIVITY #2

Activity #1: \$ [Star Party](#) Cost: \$ 0 for

Date and time: [Oct 23 7:00 – 9:00pm](#)

Facility need: [MSA Walkway, Science Dept Telescopes, 4 tables, 20 chairs, trash cans](#)

PR support: Yes No Tech support: Yes No

Describe Event & Budget Allocations:

Student, employees and the community will be invited to bring telescopes and use campus telescopes to view the stars in the evening. Our club will provide guidance on what can be seen. Snack and beverages will be provided by our club.

Provide attendance goal (if applicable) and plan for meeting goal:

Our goal is 150 people. This will occur during the regular time for science classes. We hope some of those classes will attend. Additionally, the “Aliens Among Us” organization will include the Star Party in their promotions of their speaker and we’d ask PR to promote it internally and as able to the community. Our internal posters and flyers will also promote the event.

Describe support needs:

Facility - set up on MSA; PR - Internal campus publicity, press releases, local newspaper ads (only if PR can fund it); Deputies - should stay in the area; Our club will set up and clean up the food and telescopes.

OTHER INFORMATION:

- We know Alien Heritage Week sounds silly to some. Actually, it is about delving into the serious science that exists which supports (or not) the idea that we are not alone in the universes. This not only impacts how we think about the possibility of extraterrestrial life but also how we view cultures outside of our own.
- We would like free parking that day.
- We think the speaker will be of the caliber that the College President should introduce. Photos should also be taken.
- We have spoken with other groups who indicated they will be submitting proposals. We are not interested in modifying our agenda to accommodate others. However, we would welcome their participation in organizing our events if they are interested and our proposal is chosen.

SIGNATURE:

Contact person signature

Date

DIVERSITY COMMITTEE:

RECOMMENDED ~OR~

NOT RECOMMENDED

Remark: