

Chimera Community Events 2009 ~ 2010 Proposal



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CHIMERA [kī-mir-ə] : *noun*

1. a fire-breathing monster with the head of a lion, body of a goat, and tail of a serpent.
2. an illusion or fabrication of the mind
3. official mascot of the California College of the Arts

Chimera Community Events Guidelines

Individual students or groups of students interested in planning a campus community event (i.e. film screening, dance, excursions, etc.) may submit a proposal to the Office of Student Activities & Leadership Development for funding. Proposals will be reviewed based on the following criteria:

1. Events or service must benefit the campus community.
2. Events or service should be consistent with the mission of the college.
3. Events or service must be otherwise unavailable (or inadequately available on or near the campus).
4. Events or service must be adequately planned and publicized.
5. Groups/individuals must maintain accounting records and work collaboratively with the Associate Dean of Students to budget funds once they are allocated.

Selection Process

Applicants will be chosen based on the information provided in a completed proposal form and timeline. The proposal is designed to better inform the Office of Student Activities & Leadership Development about your program and interest/motivation for coordinating a campus community event. Please be clear and concise in your proposal.

- STEP 1:** Fill out proposal form & submit timeline.
- STEP 2:** Return your proposal to the Student Affairs office on either campus or via email at chimera@cca.edu.
- STEP 3:** Proposals will be reviewed by Chimera Council. Selected applicants will be notified by email.

Responsibilities

If your community event is selected, your responsibilities are as follows:

- Acknowledge that all actions and decisions should be made for the benefit of the student community.
- Represent and be accountable to the college as well as the Office of Student Activities & Leadership Development.
- Maintain a respectful and professional manner at all times.
- Provide financial records to indicate how all student activity fee allocated funds were expended.
- Submit feedback, sample print material and photos for archival with the Office of Student Activities & Leadership Development. A hold will be placed on reimbursement checks until completed.

What Programs Qualify for Funding?

There are broad criteria and specific exclusions. Groups and individuals are encouraged to become familiar with the criteria, develop proposals consistent with the criteria and, therefore, increase the likelihood of receiving funding.

Examples of Fundable Items:

<u>Printing</u>	Promotional flyers, posters, forms, and other materials needed to implement a program.
<u>Program</u>	Fees for performers, artists, professional services, program rental.
<u>Advertising</u>	Ads in media, promotional posters & flyers, display materials.
<u>Production</u>	Rental of sound, lighting, projectors or other equipment.
<u>Materials</u>	Specific items, not necessarily falling in to any category but important to implement the program.
<u>Facilities</u>	Rentals, set-up charges.

Funding Exclusions

1. Salaries, wages or honoraria
 - a. Will not be funded for students.
 - b. May be funded as part of a contracted obligation for performance or professional service required for program.
2. Programs or activities for which academic credit is awarded.
3. Student Activity Funds cannot be used for general upkeep, improvement, and/or maintenance of campus-wide facilities with the exception of campus space occupied by Student Affairs. Equipment purchases may be funded only if it can be shown by the applying group that:
 - a. The needed equipment is a key element to the purpose and programs of the group.
 - b. The equipment is otherwise unavailable.
 - c. The equipment can be permanently stored on CCA property in a secure manner. (May require departmental permission, equipment may not be stored in a private residence).
 - d. The group has the ability to maintain the equipment.
4. Food and Beverages
 - a. Alcoholic beverages at any on- or off-campus event.
 - b. As an exception, food and beverages (not alcohol) may be funded as a critical part of cultural, social, or educational program open to the entire campus community.
 - c. May be funded as part of a contracted obligation to performers, speakers, or artists.
5. Prepaid monies are not the responsibility of the Office of Student Activities & Leadership Development. If monies have been spent prior to the budget request, it is the responsibility of the group/individual to pay outstanding debt.
6. The maximum amount given to subsidize ticket prices and/or trips (i.e. Broadway shows, entrance fees, transportation) is 20% of the total cost, not to exceed \$20.00 per ticket.

Reserve Space

- Fill out Event Space Request Form located online (<http://www.cca.edu/sites/default/files/pdf/08/media-center-special-events.pdf>)

Facilities

- Need tables, chairs, trash cans, electricity, or moving stuff? (OAK – psutton@cca.edu or SF – mwelch@cca.edu)
- Special facility requests (<http://facilities.cca.edu>)

Public Safety

- Contact and follow up with Public Safety Officers about security and crowd control

Media Resources

- Contact the Media Center for equipment rentals and hiring a technician

Marketing & Publicity

- Posters on both campuses
- Posting event info on student news feed webpage and email blasts (student-affairs@cca.edu)
- Contacting academic programs, student leaders and residential life

Food & Beverages

- Who will sell or distribute
- Selling (Cost, cashbox, receipt book)
- How many people do you expect to serve?
- Supplies (utensils, paper plates, serving bowls)

Contracts & Payment

- Any outside vendor will need to submit an invoice and a W-9 form (2 weeks prior to event)
- Map, parking, and directions for non-CCA guests
- Any student will need to fill out an expense form and a W-9 form (immediately following the event)
- All reimbursement or check requests must be turned in on Mondays.

Transportation

- Arranged pick-up and drop-off

Hosts

- Coordinate schedule for hosts

Setup & Breakdown

- Who is in charge of setting up and breaking down?
- Consider custodial needs
- Who and when is the next user of the space?

Thank You & Follow Up

- Reimbursement checks will not be processed until event planner submits feedback, sample poster and photos for archival to Student Affairs.



Chimera Community Event: Proposal

The Community Event proposal form must be completely filled out to be considered for review. **Before completing this form, please read the guidelines and review checklist.**

Contact Info

First Name: _____ Last Name: _____ ID# _____

Cell Phone #: _____ Email: _____

Major: _____ Organization (if applicable): _____

Event Information

Event Title: _____

Date: _____ Day: _____ Time: _____ Location/Campus: _____

Description/Goals: _____

Target Audience: _____ Expected Attendance: _____

Please list two team members that will be working on the event:

1. Team Member Name: _____

Telephone #: _____ Email: _____

2. Team Member Name: _____

Telephone #: _____ Email: _____

Proposed Timeline

On a separate sheet, submit a complete timeline with the following suggested considerations:

- Event Planning Meetings
- Facilities and Media Resources
- Marketing and Publicity
- Production for print or web material
- Contracts and Payment
- Setup and Breakdown
- Transportation

Timeline Template

TITLE of EVENT:

Start Date	Due Date	Assigned Person	Pre-Event TASK	DONE
Start Date	Due Date	Assigned Person	Event TASK	DONE
Start Date	Due Date	Assigned Person	Post-Event TASK	DONE
TEAM MEMBERS	PHONE	EMAIL		
			-	
			-	
			-	

Proposed Budget

Please be as specific as possible by researching each expense.

Event Supplies (i.e. decorations, gifts)	Estimated Cost:
_____	_____
_____	_____
_____	_____
_____	_____
	SUB-TOTAL: _____
Artist/Speaker Fees (i.e. include travel and lodging)	
_____	_____
_____	_____
_____	_____
_____	_____
	SUB-TOTAL: _____
Equipment Rentals (i.e. AV equipment or services)	
_____	_____
_____	_____
_____	_____
_____	_____
	SUB-TOTAL: _____
Publicity (i.e. printing, copies)	
_____	_____
_____	_____
_____	_____
_____	_____
	SUB-TOTAL: _____
Food & Beverages (i.e. caterer if applicable)	
_____	_____
_____	_____
_____	_____
_____	_____
	SUB-TOTAL: _____
Miscellaneous	
_____	_____
_____	_____
_____	_____
_____	_____
	TOTAL: _____

Please sign, date, and submit Proposal Form and Timeline to the Office of Student Activities & Leadership Development

STUDENT AFFAIRS • CALIFORNIA COLLEGE OF THE ARTS • 1111 EIGHTH STREET • SAN FRANCISCO, CA 94107-2247

Student signature Date

STU AFF ONLY: <input type="checkbox"/> SF <input type="checkbox"/> OAK	DATE RECEIVED: _____
SENIOR FELLOW'S SIGNATURE: _____	DATE: _____
ASSOCIATE DEAN OF STUDENT'S SIGNATURE: _____	DATE: _____
SCHEDULED MEETING: _____	AMOUNT APPROVED: _____