

College of Arts and Sciences
GUIDELINES FOR PROPOSALS FOR CO-CURRICULAR FUNDS

PURPOSE

The Co-Curricular Fund of the College of Arts and Sciences supports educational activities that are extensions of the normal classroom. Examples of possible activities that may be supported include the following:

- a) Partial funding for classes attending local theatre and cultural events
- b) Class field trips
- c) Service projects
- d) Travel to conferences
- e) Student retreats
- f) Seminar speakers

The above list is not inclusive and other student-centered activities will be considered.

ELIGIBILITY

Students, faculty members, Program Directors, or Departmental Chairpersons of the College of Arts and Sciences may submit proposals for Co-Curricular Funds. Applications from students or faculty must have the support (signature on proposal) of the appropriate Departmental Chairperson or Program Director.

LEVELS OF FINANCIAL SUPPORT

While there is no maximum award, the amount of the awards will be commensurate with the size of the Fund and normally will not exceed \$500 per project.

CRITERIA FOR THE AWARDS

Criteria for the co-curricular awards will include educational value of the co-curricular activity, number of students to be benefited, and support of the project from departmental or other sources via matching funds. Proposals should be clear and well written.

SUBMISSION DATES

The normal submission dates are October 15 and February 15. Proposals submitted on October 15 are for projects taking place up to June 30 of the following year. February submissions are for the current spring semester and the following fall semester.

PROPOSAL FORMAT

1. Name of student, faculty member, Program Director, or Chairperson applicant

2. Title of applicant
3. Department of applicant
4. Mail address, e-mail address, and phone number of applicant
5. Title of proposed co-curricular activity
6. Date of proposed co-curricular activity
7. Description of proposed co-curricular activity and its educational value (not more than one page)
8. Matching funds contributed (if any)
9. Itemized budget
10. Chairperson or Program Director signature indicating support of proposal

ADMINISTRATION OF THE CO-CURRICULAR FUND

The Dean of the College of Arts and Sciences administers the Co-Curricular Fund. Please send the completed application to the Dean, College of Arts and Sciences, Ritter Hall 125.

July 1, 2000