EQUITY, DIVERSITY AND INCLUSION

Co-Sponsorship Request - Student

Step 1 of 2

Requirements for funding:

The University of California, San Diego Vice Chancellor for Equity, Diversity and Inclusion invites applications to fund events/programs that advance the UC San Diego strategic plan diversity goals.

Requestor

Title of Event

TAP Advisor

Staff Advisor Email

Mail Code

Email

Telephone

Amount Requested

Index Number

Fund

*Required for fund transfer to your department. Request this from your TAP Advisor

Is this request being co-sponsored with any VC EDI campus community centers? Check all that apply

☐ Black Resource Center
☐ Cross-Cultural Center
☐ LGBT Resource Center
☐ Raza Resource Centro
☐ Women's Center

Eligibility Criteria

Groups eligible to request funds must be affiliated with UC San Diego (registered student organizations; officially recognized faculty/staff associations; university departments, offices or programs)

To be eligible, your co-sponsorship diversity proposal should

- advance the diversity goals of the UC San Diego strategic plan.
- demonstrate co-sponsorship support for your department, division, or other organizations/units on campus
- have clear articulated goals, objectives, and measures of success

Please submit your request for co-sponsorship to EDI 21 days in advance of your event. Our office will review your request and advise you of status before the deadline to submit your information to the Center for Student Involvement for their approval.

Your proposal must be for one or two types of financial support categories:

Category ◉ **Sponsorship** - Events/programs generally occur annually at UC San Diego and attendance is less than 400. Examples are small to medium annual campus conferences, annual cultural celebrations, hosting local diversity speakers, departmental or divisional lectures, trainings, symposia and cultural awareness programs
○ **Special Events** - Events/programs in this category are generally large campus wide events, with attendance greater than 400, such as college expos, symposia, major cultural events, major conferences, or hosting major national speakers

Program/Event Description

Date
(mm/dd/yyyy)

End Date
(if applicable mm/dd/yyyy)

Time

Location

Size of Audience

Intended Audience
(e.g. transfer students, pre-med students)

2000 / 2000

Description of Event/Program

2000 / 2000

Justification
What is the purpose of your Event/Program?
Please relate your response to the strategic
plan

2000 / 2000

History of Event
If this event has received previous funding
from EDI, please provide a brief summary of
the outcomes of the event/program and
when it occurred.

	Year Funded
	Amount Received

2000 / 2000

**Information about speakers, performers
or other key participants
(if applicable)**

2000 / 2000

**Copies of promotional materials/fliers
(At least 1 required)**

	Browse...
	Browse...
	Browse...
	Browse...

Program/Event Impact

Goals
**What is the diversity, equity and inclusion
goal(s) of your event/program?**

2000 / 2000

List Measurable Outcomes
List 1-3 outcomes that you will evaluate.
Example of See Student Learning Outcomes

2000 / 2000

Describe/Attach any survey tools or assessments you will be using, if any

2000 / 2000

Browse...
Browse...
Browse...
Browse...

Program/Event Budget

	Budget	Notes
Advertising	0	
Audio/Visual	0	
Event Set Up	0	
Facility Rental Fees	0	
Food	0	
Handouts/copies	0	
Parking	0	
Speaker Fees	0	
Travel Expenses	0	

Other `0`

[   ]

Total [   ]

Amount Requested [   ]

Other Co-Sponsorships

(List all other pending and confirmed sponsorships)

Name	Amount		
[ ]	[ ]	○ Pending	○ Confirmed
[ ]	[ ]	○ Pending	○ Confirmed
[ ]	[ ]	○ Pending	○ Confirmed
[ ]	[ ]	○ Pending	○ Confirmed
[ ]	[ ]	○ Pending	○ Confirmed
[ ]	[ ]	○ Pending	○ Confirmed
[ ]	[ ]	○ Pending	○ Confirmed
[ ]	[ ]	○ Pending	○ Confirmed
[ ]	[ ]	○ Pending	○ Confirmed
[ ]	[ ]	○ Pending	○ Confirmed

Conditions of Support

If funded:

- Please use "Office of the Vice Chancellor for Equity, Diversity and Inclusion" when listing sponsoring departments in all promotional materials and programs
- Submit a report demonstrating:
    - The outcome of the event/program and if the goals were met
    - Evaluation data demonstrating the outcome of your program
    - Any rosters or sign in sheets
    - Copies of program handouts/promotional materials

Reports are due two weeks after the conclusion of the event/program to:

The Vice Chancellor for Equity, Diversity and Inclusion
Campus Mail Code 0056
Or fax at (858) 822-0300
For additional information, (858) 822-3542
VCEDI-GandS@ucsd.edu

Supported events/programs that do not submit a report will not be eligible for future sponsorship through this office.

Consideration of additional funding from the Office of the VC for EDI in future years will be based on the progress and impact of your program as described in your report as well as availability of funds and any efforts to institutionalize (if applicable).

☐ I acknowledge and agree to the conditions of support

Submit