



Diversity Committee

Diversity Committee 2013-2014 Funding Requests



North Hennepin
Community College

DIVERSITY COMMITTEE FUNDS

The Diversity Committee will support and sponsor multicultural events on campus that educate the community through workshops, forums, speakers, and other activities.

WHAT IS COVERED?

Diversity and multicultural events, activities, workshops, forums, and conferences (on or off campus):

- Heightens awareness to diversity issues, particularly relating to race, ethnicity, disability, culture, class, sexual preference and/or orientation, age, gender, identity, religion/spirituality or nationality;
- Encourages critical thinking about global and multicultural issues; and
- Reflects the college's commitment to cultivating a community that is welcoming, supportive and respectful to all.

WHAT IS NOT COVERED?

Staff development, memberships, entertainment and classes for college credit.

WHO IS ELIGIBLE?

North Hennepin Community College student groups and employees.

HOW MUCH IS AVAILABLE?

Up to \$500 per request for the current fiscal year. Student organizations are limited to one request per semester. **Student sponsorship to a conference/event is limited to \$250 per student.** Requests of more than \$500 will be reviewed based on availability of funds. The Diversity Committee encourages collaboration with other NHCC groups/committees.

WHAT IS THE PROCESS?

- STEP 1** Complete the Funding Request form and turn it in **4-6 weeks** prior to the event.
- STEP 2** Submit the completed form to the **Diversity Committee Co-Chairs: Michael Birchard** (CBT 101A, michael.birchard@nhcc.edu), **Laura Goldsmith Nikolas** (CC 116B, lnikolas@nhcc.edu), and/or **Michael McGehee** (CBT 131, michael.mcgehee@nhcc.edu).
- STEP 3** The Diversity Committee or a sub-committee will make final approval.
- STEP 4** The requestor will be notified by campus email whether the request is approved or denied.
- STEP 5** If approved, the requestor needs to work with a Co-Chair to complete the Event Checklist.
- STEP 6** After completion of your event, submit an Event Report Form to the Co-chairs.

WHAT IS THE DEADLINE TO APPLY FOR FUNDS?

Requests should be received **4-6 weeks prior to the event.**

QUESTIONS?

If you have questions or would like more information, please contact the Diversity Committee Co-Chairs **Michael Birchard** (CBT 101A, michael.birchard@nhcc.edu), **Laura Goldsmith Nikolas** (CC 116B, laura.nikolas@nhcc.edu), and/or **Michael McGehee** (CBT 131, michael.mcgehee@nhcc.edu).

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For disability accommodations call 763-493-0555. Minnesota Relay users may call 1-800-627-3529.*



Diversity Committee 2013-2014 Funding Request Form



Name of Requestor Date

Student Group/Department Event Contact Person

Advisor/Supervisor

Phone Number Email Address

Type of Events (Circle one): Conference Speaker Workshops Other

Event Title

Event Date(s) Event Location

Please include information for justification of event, how it (use additional pages if necessary):

Total Cost of Event: \$ _____ Amount Requested: \$ _____

Signature of Requestor: _____

Signature of **Supervisor and/or Advisor** for Student Group (Required) _____

Event Checklist: (The following items will be completed with a Co-Chair.) If item not required for your event, write NONE.

IT Needs:	<input type="checkbox"/> Complete IT Work Order Date: _____
Publicity Needs:	<input type="checkbox"/> Submit Marketing Request Date: _____
Food Service Needs:	<input type="checkbox"/> Submit PO Date: _____
Safety and Security Needs:	<input type="checkbox"/> Submit Work Order Date: _____
Disability Access Needs:	<input type="checkbox"/> Submit Work Order Date: _____

Complete Final Purchase Order/Paperwork with Co-Chair

Committee Recommendation:
 Approved _____ Denied _____ Amount \$ _____ Date _____
 Chair(s) Signature _____