

Q1. Applicant Information

Name (first and last)	Kathleen Hinkson
Email address	kehinkson@ucdavis.edu
Phone number (xxx) xxx-xxxx	530-752-9579
Name of Department/ Unit/ Student Organization	Kathleen Hinkson
What is your role or position within the Department/ Unit/ Student Organization?	Student Life Development Specialist

Q3. Event/ Program Information

Name of the Event/ Program	Involvement Fair
Date(s) of Event/ Program	October 10, 2019
Location	West & East Quad
Estimated Attendance (if applicable)	5,000
Funding request amount from COSAF (Student Programming Fund) (\$x,xxx)	\$4,025
TOTAL event/ program budget (\$x,xxx)	\$6,069

Q4. Please provide a detailed description and purpose of the event/ program.

The Involvement Fair is hosted by Center for Student Involvement annually during Fall Welcome. It is the premier event for students to engage with Registered Student Organizations, Sport Clubs, and campus departments to learn about the range of diverse leadership and involvement opportunities at UC Davis. At the event, organizations are assigned tables, set up displays, and talk with attendees one-on-one about their organization's mission and purpose. The event also features student organization performances, giveaways, and short speeches from campus leadership. In 2017, over 230 organizations participated in the Involvement Fair and an estimated 3,000 members of our campus community attended. Over the past three years, interest in the Involvement Fair has grown tremendously. The number of organizations participating has grown by nearly 60 (40%) and partnerships with Pepsi now allow for product giveaways. As a result, the event is at the limit for space available on the West Quad and the waiting list for participation is growing, with many organizations unable to participate due to constraints in space and resources. This proposal seeks to expand the Involvement Fair in physical space as well as participation by reserving the East Quad and doubling the number of tables available. Expanding the Involvement Fair supports COSAF's identified allocation priorities, most notably the two indicated below. -Services and programs of growing interest to students: The Involvement Fair is one of the most popular attractions during Fall Welcome. We are at capacity for participation by student organizations, and as a result, there is a waiting list and the number of departments able to participate has been limited. Every year, we receive questions from student attendees about organizations that are not present, often due to space constraints, and many students have requested the fair be expanded in space and/or frequency. -Student services and programs fostering diversity: With nearly 800 registered student organizations with interests ranging from academic to professional to ethnic/cultural/identity focuses, the Involvement Fair has the potential, when expanded, to be the place where all students find their co-curricular homes at UC Davis.

Q24. Please enter estimated attendance numbers of who will benefit from this event/ program.

Students	4500
Staff	450
Faculty	40
UCD Community Members	10
Unknown	
Other (please specify and include number)	

Q6. Has your Department/ Unit/ Student Organization put on this event in the past?

- Yes
- No
- Uncertain

Q7. Please provide the following information on the previous event(s).

Event date(s) (Month(s)/ Date(s) / Year)	annually each October for the past 10+ years
Location	West Quad
Total attendance	3000

Q16. Who is the target audience of the event/ program? (e.g. students, program participants, users of a specific service)

Students

Q17. What will be learned? (i.e. acquired knowledge, skills or abilities, a new awareness/ sensitivity/ perspective, an adopted practice)

As a result of attending the Involvement Fair, attendees will be able to: -Identify unique and diverse opportunities to cultivate a sense of belonging. -Make connections and network with students and campus departments to identify resources and opportunities to assist with their involvement

Q18. What program, activity, or service will be provided? (e.g. six-week training program, instructional class or activity, structured community program that exposes students to new ideas and experiences)

The Involvement Fair is a structured tabling event that exposes the UC Davis campus community to leadership and involvement opportunities, promotes engagement, and showcases student organization performances.

Q19. How will the learning be shown or what does the learning look like? (e.g. demonstrated knowledge of course material, change in behavior, a practiced skill, a task achieved)

We will measure engagement following the Involvement Fair with self-reported data, as well as analysis of AggieLife membership and usage among Involvement Fair participants.

Q25. How does the event/ program provide services that are of growing interest to students? (if applicable)

The involvement fair is one way the Center for Student Involvement supports students as they discover the resources, opportunities, and people that are readily available to support our students throughout their scholarly journeys. A sense of connectedness is one of the various factors that impacts student retention, this event allows students to explore over two hundred organizations at one time, making connecting to peers less confusing and more enjoyable.

Q26. How does the event/ program foster diversity? (if applicable)

The registered student organizations that participate in the Involvement Fair are a direct representation of our diverse student body. These organizations focus on the various religious beliefs, student interests, ethnic backgrounds, political ideologies, career decisions that are of interest to students.

Q27. How does the event/ program provide crucial services to students? (if applicable)

The Involvement Fair provides an opportunity for organizations of all sizes to share their missions, activities, service projects, and programs. Many students express feelings of being overwhelmed when searching for organizations to be a part of, the Involvement Fair brings the organizations to the students in a central location that is flexible with class schedules. The Involvement Fair allows students to explore new avenues of community and eliminates some of the stress our students face when doing so.

ESTIMATED BUDGET

Title of Proposal: Involvement Fair Grant Proposal

Unit/Event/Program/Student Organization: Involvement Fair

Item		ESTIMATED COST	SUB-TOTAL
A. Lecture / Entertainment: Honoraria / Performers			
1.	Student Organization Performances	\$ \$ 300.00	
2.		\$	
3.		\$	
4.		\$	
5.		\$	\$300.00
B. Publicity: Flyers / Posters / Ads / Mailing / Printing			
1.	Postcards	\$ 225.00	
2.	Half-sheet Posters for Student Housing	\$ 50.00	
3.	Map Handouts	\$ 250.00	
4.	Large Maps	\$ 250.00	
5.		\$	\$775.00
C. Food: Refreshments, Breakfast, Lunch, Dinner (Include cost per person)			
1.	Lunch for Student and Career Staff	\$ 50.00	
2.		\$	
3.		\$	
4.		\$	
5.		\$	\$50.00
D. Decorations / Props			
1.	Balloons	\$ 50.00	
2.		\$	
3.		\$	
4.		\$	
5.		\$	\$50.00
E. Facility: Room Rental / Room Setup Fees / Equipment Rental / AV			
1.	CES Annual Reservation Fee (West Quad)	\$ 170.00	
2.	CES Reservation Fee (West Quad)	\$ 32.00	
3.	CES Annual Reservation Fee (East Quad)	\$ 170.00	
4.	CES Reservation Fee (East Quad)	\$ 32.00	
5.	Stage	\$ 450.00	\$854.00
F. Travel: Transportation / Parking / Lodging			
1.	Parking Permits	\$ 15.00	
2.		\$	
3.		\$	
4.		\$	
5.		\$	\$15.00
G. Other			
1.	Student Organization set-up and clean-up support	\$ 750.00	
2.	Trash Support	\$ 150.00	
3.	Electricity	\$ 125.00	
4.	Tables/chairs	\$ 3,000.00	
5.		\$	\$4,025.00
			\$6,069.00
Other Funding Sources: Income / ASUCD / Dept & Club Contribution			
Ticket Sales		\$	
Registration Fees		\$	
Program Advertising Sales		\$	
Merchandise Sales (T-shirts, etc.)		\$	
Club Contribution		\$	
ASUCD Contribution		\$	
Other		\$	\$0.00
		Total Expenses	\$6,069.00
		Less Total Income	\$0.00
		Amount Requested	
		From COSAF:	<u>\$6,069.00</u> *
* Must match the amount requested on the application.			