

Q1. Applicant Information

Name (first and last)	Kathleen Hinkson
Email address	kehinskon@ucdavis.edu
Phone number (xxx) xxx-xxxx	5307529579
Name of Department/ Unit/ Student Organization	Center for Student Involvement
What is your role or position within the Department/ Unit/ Student Organization?	Reservations and Digital Communication Specialist

Q2. Event/ Program Information

Name of the Event/ Program	Involvement Fair
Date(s) of Event (include the year)	October 5, 2021
Location	Quad
Estimated # of UC Davis students that will attend/ benefit from program	6,000
TOTAL event/ program budget (\$x,xxx)	
Funding request amount from COSAF (Student Programming Fund) (\$x,xxx)	

Q3. Please provide a detailed description and purpose of the event/ program.

The Involvement Fair is hosted by the Center for Student Involvement annually during Fall Welcome. It is the premier event for students eager 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 2019, over 300 organizations and campus departments participated in the Involvement Fair and an estimated 6,000 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.

Q4. How will the requested funds be utilized to support this event/ program?

The requested funds will be utilized to support the purchasing of tables and chairs for the registered student organizations. The funds requested are pivotal to creating a fun and developmental space for collaboration and student exploration. The funds also provide fundraising opportunities providing support to the event.

Q5. Please enter estimated attendance for the following groups.

Staff	450
Faculty	40
UCD Community Members	10
Other (please specify and include number)	Students: 5,500

Q6. Who is the target audience of the event/ program? (e.g. students, program participants, users of a specific service)

Students

Q7. 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.

Q8. 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

Q9. 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.

Q10. How does the event/ program provide services that are of growing interest to students? (if applicable)

The Involvement Fair is one ways 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 impact student retention, this event allows students to explore over two hundred organizations at one time, making connecting to peers less confusing and more enjoyable.

Q11. How does the event/ program foster diversity, equity, and inclusion? (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 various religious beliefs, student interests, ethnic backgrounds, political ideologies, career decisions that are of interest to all of the students.

Q12. 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.

Q13. Has your Department/ Unit/ Student Organization put on this event in the past?

- Yes
- No
- Uncertain

Q14. 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	Quad and Virtually
Total attendance	6,000

Q15. How was the success of the event measured?

Success was measured by Student reports on the AggieLife platform as well as measurements of involvement in registered student organizations within the UC Davis student body.

FUNDING AMOUNT REQUESTED FROM COSAF | 2021-22

Name of Event/Program:

Involvement Fair

Name of Department/Unit/Student Organization:

Center for Student Involvement

ITEM	ESTIMATED COST	SUB-TOTAL
FACILITY: Room Rental, Room Set-Up, Equipment Rental, Audio/Video		
1. Tables/Chairs	\$ 3,000.00	
2. Stage/ Dance Floor	\$ 450.00	
3. Electricity	\$ 200.00	
4. Student Organization Set-up/Clean Up Support	\$ 760.00	
5. Trash Support	\$ 175.00	
6. CES Reservation Fees	\$ 164.00	\$ 4,749.00
FOOD: Refreshments, Breakfast, Lunch, Dinner (include estimated cost per person)		
1. Food and Drink for Staff	\$ 50.00	
2. ICE	\$ 100.00	
3.	\$ _____	
4.	\$ _____	
5.	\$ _____	
6.	\$ _____	\$ 150.00
PERFORMERS, GUEST SPEAKERS, HONORARIA		
1. DJ	\$ 700.00	
2.	\$ _____	
3.	\$ _____	
4.	\$ _____	
5.	\$ _____	
6.	\$ _____	\$ 700.00
PUBLICITY/MARKETING: Flyers, Posters, Advertising, Mailing, Printing		
1. At the Door Prizes	\$ 400.00	
2. Postcards	\$ 225.00	
3. Half-Sheet Posters for Student Housing	\$ 100.00	
4. Map Handouts	\$ 250.00	
5. Large Maps	\$ 250.00	
6. Instagram/Facebook Marketing	\$ 100.00	\$ 1,325.00
SUPPLIES: Decorations, Online Tools, Software, Licenses		
1. Balloons	\$ 50.00	
2.	\$ _____	
3.	\$ _____	
4.	\$ _____	
5.	\$ _____	
6.	\$ _____	\$ 50.00
TRAVEL: Transportation, Parking, Lodging		
1. Parking Permits	\$ 30.00	
2.	\$ _____	
3.	\$ _____	
4.	\$ _____	
5.	\$ _____	
6.	\$ _____	\$ 30.00
		Total Amount Requested from COSAF: \$ 7,004.00
OTHER FUNDING SOURCES: Income, ASUCD, Dept & Club Contributions		
1. _____	\$ _____	
2. _____	\$ _____	
3. _____	\$ _____	
4. _____	\$ _____	\$ 0.00

BUDGET SUMMARY

Please Enter Total Event/Program Budget:	\$ 7,004.00
Less Other Fund Sources:	\$ 0.00
Less Amount Requested from COSAF:	\$ 7,004.00
Balance (if any):	\$ 0.00