

# Application No. SP064

## Q1. Applicant Information

Name (first and last)	Lian Boos
Email address	lboos@ucdavis.edu
Phone number (xxx) xxx-xxxx	530-752-7441
Name of Department/ Unit/ Student Organization	Center for Student Involvement
What is your role or position within the Department/ Unit/ Student Organization?	Director

## Q2. Event/ Program Information

Name of the Event/ Program	Involvement Fair
Date(s) of Event (include the year; must take place in 2024-25 academic school year)	October 9, 2024
Location	East & West Quad
Estimated # of UC Davis students that will attend/ benefit from program	5500
TOTAL event/ program budget (\$x,xxx)	6500
Funding request amount from COSAF (Student Programming Fund) (\$x,xxx)	6000

## Q3. 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, and campus departments to learn about the range of diverse leadership and involvement opportunities at UC Davis. All groups are assigned tables, set up displays, and talk with attendees one-on-one about their organization's mission, purpose, activities and how to get involved. For the Fall 2023 event there are almost 400 groups tabling at the event. There were more groups interested in tabling but we had already reached capacity with the number of tables we are able to rent. We hope to expand participation in the future which would require us to rent from a second table company. The Involvement Fair supports COSAF's identified allocation priorities: -Services and programs of growing interest to students: Interest in Involvement Fair continues to be high and is a great opportunity for students to learn about involvement opportunities. - Student services and programs fostering diversity: With nearly 800 registered student organizations with focuses that include academic, performance, ethnic & cultural identity as well as organizations that that emphasize community service and professional development, the Involvement Fair provides students to chance to explore and refine the many different ways to experience co-curricular activities.

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

The majority of funds will be used for operational costs to provide this event for the campus and to students interested in getting involved. We would increase our table rental to accommodate more clubs and provide equipment for performances and announcements during the event. The remaining will be for promoting the event to yield a higher attendance and more informed students.

Q5. Please enter estimated attendance for the following groups.

Staff	<input type="text" value="100"/>
Faculty	<input type="text" value="100"/>
UC Davis Students	<input type="text" value="100"/>
Other (please specify and include number)	<input type="text"/>

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

Students are the target audience of the event.

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 involvement opportunities to more than 400 organizations, departments and programs. It provides attendees opportunities to explore current and new interests, meet other students and learn about the possibilities that involvement can provide. There are performances and giveaways throughout the event.

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 1. identify unique and diverse opportunities to cultivate a sense of belonging. 2. 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 have created a mechanism for students to check in online to be eligible for drawings and other prizes. We will then follow up with a short survey to measure the learning about involvement and if Involvement Fair translated to a higher degree of involvement.

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

Involvement and engagement is an on-going interest for students. Involvement Fair plays a critical role in introducing students to a large number of organizations and programs at one time.

Q11. How does the event/ program foster diversity, equity, and inclusion? (if applicable)

With 350+ groups at the event it provides a very broad range of organizations that offer many different opportunities and experiences for students. Involvement Fair also provides students the ideas on how they can author their own involvement in exploring new ideas, activities and experiences through student organizations and campus programs. Involvement Fair serves as a starting point for many students' involvement. It lets students see the diversity of opportunities that exist at UC Davis and there is something for each of them.

Q12. How does the event/ program provide crucial services to students? (if applicable)

Student involvement plays an essential role in student success, including academic achievement and retention. "Stated simply: students learn by becoming involved" (Astin, 1985, p. 36). The opportunities that students find at the Involvement Fair can serve as a springboard for their own success. It helps them orient to the campus, engage in meaningful ways and help in their development as individuals and students.

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)	The event has been occurring in early October for over 40 years
Location	Quad
Total attendance	~5000 on average

Q15. How was the success of the event measured?

We conduct surveys of those who table for their organizations/programs and follow up with participants to evaluate the effectiveness of the event

# FUNDING AMOUNT REQUESTED FROM COSAF | 2024-25

Name of Event/Program:

**2024 Involvement Fair**

Name of Department/Unit/Student Organization:

**Center for Student Involvement**

Program Date(s): **10/09/2024**

ITEM	ESTIMATED COST	SUB-TOTAL
<b>FACILITY:</b> Room Rental, Room Set-Up, Equipment Rental, Audio/Video		
1.	Tables/Chairs	\$ 3,500.00
2.	Grounds Division Event Support	\$ 500.00
3.	CES Reservation Fees	\$ 200.00
4.		\$ _____
5.		\$ _____
6.		\$ _____
		<b>\$ 4,200.00</b>
<b>FOOD:</b> Refreshments, Breakfast, Lunch, Dinner (include estimated cost per person)		
7.	Food and drink for staff	\$ 200.00
8.		\$ _____
9.		\$ _____
10.		\$ _____
11.		\$ _____
12.		\$ _____
		<b>\$ 200.00</b>
<b>PERFORMERS, GUEST SPEAKERS, HONORARIA</b>		
13.	Speaker rental	\$ 500.00
14.		\$ _____
15.		\$ _____
16.		\$ _____
17.		\$ _____
18.		\$ _____
		<b>\$ 500.00</b>
<b>PUBLICITY/MARKETING:</b> Flyers, Posters, Advertising, Mailing, Printing		
19.	Prizes	\$ 500.00
20.	Map Signage	\$ 200.00
21.	Flyers	\$ 200.00
22.		\$ _____
23.		\$ _____
24.		\$ _____
		<b>\$ 900.00</b>
<b>SUPPLIES:</b> Decorations, Online Tools, Software, Licenses		
25.	Decorations (balloons, tablecloths)	\$ 200.00
26.		\$ _____
27.		\$ _____
28.		\$ _____
29.		\$ _____
30.		\$ _____
		<b>\$ 200.00</b>
<b>TRAVEL:</b> Transportation, Parking, Lodging		
31.		\$ _____
32.		\$ _____
33.		\$ _____
34.		\$ _____
35.		\$ _____
36.		\$ _____
		<b>\$ 0.00</b>

**Total Amount Requested from COSAF: \$ 6,000.00**

<b>OTHER FUNDING SOURCES: Income, ASUCD, Dept &amp; Club Contributions</b>		
1.	Departmental Contribution	\$ 500.00
2.		\$ _____
3.		\$ _____
4.		\$ _____
		<b>\$ 500.00</b>

## BUDGET SUMMARY

Please Enter <b>Total Event/Program Budget:</b>	\$ _____
Less Other Fund Sources:	\$ 500.00
Less Amount Requested from COSAF:	\$ <u>6,000.00</u>
Balance (if any):	\$ <u>-6,500.00</u>