

Response Summary:

Q1. Applicant Information

Name (first and last)	Huong Le
Email address	htole@ucdavis.edu
Phone number (xxx) xxx-xxxx	5307524944
Name of Department/ Unit/ Student Organization	Center for Student Involvement
What is your role or position within the Department/ Unit/ Student Organization?	Education and Involvement Specialist

Q2. Event/ Program Information

Name of the Event/ Program	Involvement Fair 2025
Date(s) of Event (include the year)	October 15, 2025
Location	Quad and Memorial Union South Patio
TOTAL event/ program budget (\$x,xxx)	\$6,500
Funding request amount from COSAF (Student Programming Fund) (\$x,xxx)	\$6,000

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 signature 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 2024 event there were over 400 groups tabling at the event. We hope to expand participation in the future which would require more costs of labor, or for 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 cocurricular 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.

UC Davis Students	5,000
UC Davis Staff	100
Faculty	100
Other (please specify and include number)	N/A

Q31. If this event does not receive funding or receives only partial funding, how will the event be impacted?

We would work to scale the event in equivalence to the resources and funding available. This may mean renting less tables, and therefore less spots for clubs who do not have the means or access to bring their own. The event may be restructured to flyering instead of tabling. The event may be shortened to accommodate any time shifts due to rental and labor costs.

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 activities/games, performances and giveaways throughout the event.

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. The fair is also a major event that many Registered Student Organizations utilize to recruit a majority of their new members.

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

With hundreds 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. The fair also gives Registered Student Organizations the chance to participate in a large scale event and expose their mission to a large number of students at a time, which is not a normal occurrence that they are offered around campus.

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.

Q32. How does the event/program benefit a large range of student population?

The Involvement Fair hosts thousands of students each year, and branches its impact from the 400+ clubs active at UC Davis. Many students who get involved bring in friends and other community members to engage, which bolsters the work that Registered Student Organizations do. This can further amplify to students around campus, whether it be academic support, cultural celebrations, or other open events that these organizations put on throughout the year to engage the campus community. Though not all students will become a member or officer in a Registered Student Organization, all students can benefit from the multitudes of events, workshops, and resources that organizations provide.

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

- Yes

Q14. Please provide the following information on the previous event(s).

Event date(s) (Month(s)/ Date(s) / Year)	October 9, 2024
Location	Quad and Memorial Union South Patio
Total attendance	~5,000 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

Q33. If this is an annual event, is there a change to funding from previous years?

- No

Q34. If Yes, what is the change?

N/A

Q35. If this is an annual event, is there a substantive change to the program agenda from previous years?

- No

Q36. If Yes, what is the change?

N/A

Embedded Data:

N/A

FUNDING AMOUNT REQUESTED FROM COSAF | 2025-26

Name of Event/Program:

Involvement Fair 2025

Name of Department/Unit/Student Organization:

Center for Student Involvement

Program Date(s) in 2025-26:

October 15, 2025

ITEM	ESTIMATED COST	SUB-TOTAL
FACILITY: Room Rental, Room Set-Up, Equipment Rental, Audio/Video		
1. Tables/Chairs Rental	\$ 600.00	
2. Table Set-Up Labor Costs	\$ 3,200.00	
3. Grounds Division Event Support	\$ 500.00	
4. CES Reservation Fees	\$ 500.00	
5.	\$ _____	
6.	\$ _____	\$ 4,800.00
FOOD: Refreshments, Breakfast, Lunch, Dinner (include estimated cost per person)		
7.	\$ _____	
8.	\$ _____	
9.	\$ _____	
10.	\$ _____	
11.	\$ _____	
12.	\$ _____	\$ 0.00
PERFORMERS, GUEST SPEAKERS, HONORARIA		
13. Speaker Rental	\$ 500.00	
14.	\$ _____	
15.	\$ _____	
16.	\$ _____	
17.	\$ _____	
18.	\$ _____	\$ 500.00
PUBLICITY/MARKETING: Flyers, Posters, Advertising, Mailing, Printing		
19. Prizes	\$ 500.00	
20. Map Signage	\$ 200.00	
21.	\$ _____	
22.	\$ _____	
23.	\$ _____	
24.	\$ _____	\$ 700.00
SUPPLIES: Decorations, Online Tools, Software, Licenses		
25.	\$ _____	
26.	\$ _____	
27.	\$ _____	
28.	\$ _____	
29.	\$ _____	
30.	\$ _____	\$ 0.00
TRAVEL: Transportation, Parking, Lodging		
31.	\$ _____	
32.	\$ _____	
33.	\$ _____	
34.	\$ _____	
35.	\$ _____	
36.	\$ _____	\$ 0.00

Total Amount Requested from COSAF:	\$ 6,000.00
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