

PAUL ROBESON CULTURAL CENTER
2009-2010
Student Organization Program Co-sponsorships

Paul Robeson Center Brief Mission Statement

Paul Robeson Cultural Center (PRCC) functions as a forum for the cultural enrichment, educational development, and social advancement of all students at our multi-campus land grant university. The Paul Robeson Cultural Center provides opportunities for students to explore knowledge and opinions and to develop skills and reflect on attitudes, beliefs, and values essential for meaningful participation within society as responsible citizens in a diverse global community.

In keeping with the center's historic legacy, the PRCC's primary mission is to emphasize the diversity of the historic, current and future roles of African American culture, reflecting the way in which this diversity intersects, overlaps, and complements the cultures of Latino, African, Asian/Pacific Islander, Caribbean, European, and the Indigenous peoples of America. The programs, exhibits, displays, publications, literature, and activities of the Paul Robeson Cultural Center instill and reinforce concepts like respect, acceptance, understanding, social and cultural competency, responsibility, civility, meaningful relationships, and the appreciation of the many individuals, cultures and communities which comprise the student, faculty, staff, and community population of University Park/State College.

PRCC Student Liaisons

All student organization program co-sponsorship proposals will be reviewed and decided upon by the PRCC staff and the PRCC Student Liaisons. The liaisons are comprised of representatives from various cultural student organizations at Penn State that assist the PRCC in allocating co-sponsorship dollars or Heritage Hall fee waivers.

Deadlines

Your proposal must be submitted by the following dates to be considered for **monetary co-sponsorship** or a Heritage Hall fee waiver. There are a total of **4 full fee** waivers and **6 half fee waivers** for Heritage Hall available for the 2009-2010 academic school year.

Program Date	Proposal Due (No Later than 5pm)	Decision Date
September 2009	Friday, August 28 th	Monday, August 31 st
October 2009	Monday, September 21 st	Wednesday, September 23 rd
November 2009	Monday, October 19 th	Wednesday, October 22 nd
December 2009	Monday, November 16 th	Wednesday, November 19 th
January 2010	Monday, December 7 th	Wednesday, December 10 th
February 2010	TBD	TBD
April 2010	TBD	TBD
May 2010	TBD	TBD

Submit your proposal to the Assistant Director in the PRCC, Room 014. All proposals must be received by 2:00 p.m. **NO EXCEPTIONS!** Your organization will receive an email within 48 hours concerning the decision.

CRITERIA FOR SUBMITTING A PROPOSAL FOR CO-SPONSORSHIP

1. Must be a recognized student organization.
2. Must submit a written proposal to the Paul Robeson Cultural Center's Assistant Director.

3. Proposal should include name of student organization officers along with telephone numbers and e-mail addresses. The attached signature sheet should be submitted with your proposal.
4. Paul Robeson Cultural Center must be listed as a cosponsor on all fliers and announced at the event. (e.g. Paul Robeson Cultural Center – HUB-Robeson Center)
5. Must submit a copy of your flyer to the Assistant Director prior to the event.
6. If food is to be served, a copy of the Request to Sever/Sell Food form must be completed and attached to the proposal.
7. If kitchen is needed, it must be included in the proposal.
8. Heritage Hall and the use of the kitchen must be reserved before submitting your proposal.
9. No performances that will scratch, mark or dent the stage will be permitted.
10. No organization is permitted to use technical equipment without a University's technician present.
11. Programs in Heritage Hall must be **totally** completed by 11:00 p.m. on weekdays (Mon- Thurs) by 2:00 a.m. on weekends (Fri and Sat) and by 9:00 p.m. on Sunday.

ADDITIONAL REQUIREMENTS

1. Must have an **Associated Student Activities** (ASA) account number written on the proposal.
2. A detailed **budget** including other funding resources your organization will use.
3. A representative from your organization is not required to attend the PRCC Student Liaisons meeting where your proposal is to be discussed, however, attendance and presentation from your representative are **highly recommended**.

PROPOSAL EVALUATION

Proposal will be evaluated on the following:

- Strength of program concept
- Strength of program to meet student/campus interest/need
- Program's alignment with the mission of the PRCC
- Logistical strength of program (is there proper time to plan, are logistics well thought through, etc.)

PROPOSAL CONTENTS

Proposal must include the following:

1. Program/Event name
2. Date, Time, Location
3. Brief Description of program
4. Goal of Program
5. Target Audience of Program & Usefulness to campus
6. Detailed budget
7. List of other organizations, co-sponsors involved
8. Brief outline of plan for marketing the program
9. Requested funding: financial or venue

REQUEST FOR PROGRAM FUNDING

Speaker/Performing Artist Fees

Name of artist/speaker: _____ Amount _____

Name of artist/speaker: _____ Amount _____

Transportation Expenses

Air/Bus cost \$ _____ Name of carrier: _____

Personal vehicle: _____ miles x _____ = _____
(mileage reimbursement only) Total cost

Lodging Expenses

Cost of room including tax x # of days x # of room = Total Lodging Cost

Food Expenses (a copy of the Request for Serve/Sell Food must be attached).

Cost per person _____ x Number of persons _____ = _____ Total Cost

Facility Expenses

Location: _____ Rental Cost: \$ _____

Equipment and Additional Costs (e.g. printing, sound, DJ, etc.)

Remember:

All outside caterers/vendors must be on the Penn State University approved catering list. The website is located at <http://guru.psu.edu/risk/caterers/>.

All outside audio/sound equipment must be on the Penn State University approved entertainment list. The website is located at <http://guru.psu.edu/risk/entertainment/>.

Visit <http://guru.psu.edu/risk/> for all other risk management requirements.

HOW TO WRITE A PROPOSAL

This outline is to provide guidance and to help you focus your request.

1. **Summary of Program:** In one or two paragraphs, clearly and concisely summarize your proposal.
2. **Objective:** State the specific objectives you hope to achieve.
3. **Activities:** Describe in detail the planned activities of your event.
4. **Background:** Give historical information about the event and the organization. Give information about the performers.
5. **Budget:** State the total amount you are requesting for the event. Give a detailed budget line for each item.
6. **Contractual Services:** Include in your detailed budget any services that will be provided on a contract basis, including honoraria, rented or leased equipment, township fees, etc.
7. **Other Grants:** Include other grant amounts that you have received and/or requested from other campus organizations/units.

PAUL ROBESON CULTURAL CENTER

SIGNATURE SHEET

Name of Organization: _____

President Telephone No: E-mail

Vice-President Telephone No: E-mail

Secretary Telephone No: E-mail

Treasurer Telephone No: E-mail

Advisor Telephone No: E-mail

Contact person for proposal results Telephone No: E-mail