



First Year Experience Programs

University Learning Community and First Year Seminars

Proposal to Fund Co-Curricular Activities / Materials

Guidelines:

Limited funds are available for University Learning Community Students and First Year Seminar Students to participate in extra curricular team building activities during the Fall semester. A maximum of \$300 may be requested by each University Learning Community or First Year Seminar.

Appropriate use of funds include: <ul style="list-style-type: none">• purchase of tickets to on campus sporting/theater events	Funds may not be requested for: <ul style="list-style-type: none">• materials or events that are not related to course material or academic community theme
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Proposals will be reviewed as they are received. Funds will be awarded on a first come first serve basis. Applications received by the day of the August convocation will be given priority. Faculty not in attendance at the January and/or August convocation as required may not be eligible for funding.

Part 1. Contact Information: (Lead person in a learning community or First Year Seminar instructor)

This person will assume responsibility for the event organization and request of the funds.

A. Name: _____ B. E-mail: _____

Part II: Community Building Activity

A. Briefly describe the activity or event that you would like to have your learning community or First Year seminar students attend during the Fall semester and its connection to your academic content.

Activity: _____

B. Estimated Cost: _____

C. Vendor or Campus Office Requiring Payment: _____
(Note: If you are requesting reimbursement for materials or services purchased you will need to submit a receipt, and copy of this approved application to receive payment)

D. Proposed Date or Month of the event _____
(Please allow at least three weeks prior to the event date for processing).

E. Are you willing to take photographs of your students engaged in the extracurricular activity? Y or N
Photos will be used for the FYE website and program advertising. Please download the Visual, Audio and Image Release Form at the following link <http://webapps2.csus.edu/saseep/FYE2012/pdf/VisualAudioImageReleaseForm.pdf> to document student permission to use their image.

Submission: Please return this completed form by e-mail to Rheena.Munoz@csus.edu or submit in person at the annual August First Year Program Convocation.

Date received by First Year Programs Office _____