

OFFICE OF BLACK STUDENT AFFAIRS

Collaboration Procedure

MISSION AND PURPOSE:

The Office of Black Student Affairs is excited about developing and implementing activities, events and programs that support the office's mission to educate, support and build community for students of African descent in The Claremont Colleges. The purpose of this document is to provide clarity and structure to collaboration initiatives that offices and programs seek to develop with OBSA. We strive to support initiatives that educate the community about the histories and ideas of people of African descent, promote discussion for a range of topics and encourage or promote social justice on campus, as well as other projects that align with the central service goals of OBSA.

Because the office is seeking to foster collaborations and support programs that are well-executed, this document serves as a guideline for those seeking collaborative relationships with the office.

RATIONALE

OBSA sees collaboration as a way to deepen relationship building with offices and programs at The Claremont Colleges and provide meaningful experiences for students that offer an opportunity to develop skills and explore interests in multiple areas:

- Arts Engagement
- Leadership
- Professional development
- Community Building
- Education
- Service Learning
- Social Justice

As such, collaboration document will help us to foster *NEW* and *INNOVATIVE* programs and initiatives. Because OBSA is not only a funding partner but also a capacity-building partner, OBSA collaborations will have advance notice and OBSA staff involvement (as appropriate).

COLLABORATION CYCLES

Programs and initiatives will be reviewed on a rolling basis in fall and spring. OBSA will give preference to those programs and initiatives which are planned a month in advance of the term in which the events will occur. OBSA calendar events, timelines and prior commitments will take precedence over later collaboration requests. OBSA welcomes collaborations that are many months in advance of their event date.

THE FOLLOWING ARE COLLABORATION CYCLES FOR 2017::

SPRING (January – May)

Collaboration Deadline: December 9

For Events in Spring 2017

FALL (September – December)

Collaboration Deadline: July 2017

For Events in Fall 2017

WILL/WON'T FUND

WILL FUND

OBSA will review requests and may designate how funds are allocated, spent and conserved. In general, **funds may be used for project costs such as hosting, printing, copying, materials, supplies, vehicle leasing, guest speaker honoraria, guest speaker travel expenses, guest speaker lodging, catering/food. A large part of the process is the development of a budget to outline and anticipate expenses, and OBSA staff can assist with the process, as well as finding an appropriate and convenient method of disbursing funds to awardees.**

WILL NOT FUND

Funds may **NOT** be used for stipends for sponsoring individual group members, scholarships, clothing, direct charitable donations, articles for resale, routine operating expenses that are not directly related to the event, and purely social events - as the office already works to foster community through its other programs, and student organizations have an opportunity to obtain social event sponsorship via Student Life/ Student Government allotments.

The following proposals will NOT be funded:

- § Publications (newsletters, handbooks, journals, etc.)
- § Programs promoting a partisan, political agenda
- § Programs for academic credit or class project (this includes independent study and research)
- § Religious services
- § Charity events
- § Events or activities that have already occurred

WHAT TYPES OF PROGRAMS?

Each year, OBSA reserves the right to have a collaboration or annual theme. This theme could be connected to current events (local or national issues, natural disasters, community movements, etc.) and will be advertised as a factor in prioritizing funding decisions.

Priority will be given to proposals that:

- further the mission of the Office of Black Student Affairs
- host events or programs that are open to the 7C community
- have a strong educational or awareness component that is aimed at educating the broader community
- have a significant impact on the student life experience at The Claremont Colleges

Collaboration decisions of OBSA are final.

WHAT DO WE MEAN BY “COLLABORATION”?

The meaning of the term “collaboration” for the purpose of this document is:

“Any contribution to an event or project that originates in an office outside of OBSA. This may include providing space, funding, advertisement assistance or working together to build a program.”

The intent of the arrangement between organizations should be to aid one another in forming strong collaborative relationships to jointly problem solve, exchange resources, and promote cooperation, coordination and coalition building among the various communities they represent. Collaborative partnerships rely on Trust, Mutuality, Solidarity, and Accountability within the relationship.

EXPECTATIONS

With respect to publicity, collaborative partners are expected to ensure that the Office of Black Student Affairs is acknowledged as a supporter of the project (e.g., on printed flyers, in introductions of guest speakers, on social media, etc.).

OBSA’S RESPONSIBILITY TO COLLABORATIVE PARTNERS:

Recognizing that each project and program is different, OBSA will partner as appropriate regarding the nature of the event.

- If the collaboration involves more than a \$200 commitment from OBSA, an OBSA staff member will be available for project assistance.
- OBSA will include collaborative projects in its monthly newsletters, blog posts, social media blasts and other community notifications.

COLLABORATIVE PARTNER’S RESPONSIBILITY TO OBSA:

- Submit a Post Event Report (**will be sent to collaborative partners**) within two weeks of the conclusion of the project. A complete Post Event Report includes documenting all expenses (including collecting and submitting copies of all receipts). As previously mentioned, since all approved funds will be distributed prior to program or event, if all funds cannot be accounted for after the sponsored program or event, the responsible organizations’ representatives must return the unaccounted portion of the collaborative amount. This allows us to accurately report expenses and contribute to our annual reports.
- Provide an assessment of the project (i.e. Using an event feedback form or survey for participants at the event). If appropriate, your assigned OBSA staff member can assist in developing this. This allows us to understand the impact that this project had on the community and helps with annual reporting.
- Provide OBSA with a printed poster of the event for the OBSA Archival Project.

**If the collaborator is filling out a form for another office that they requested funds from, we may accept an adapted version of that form to simplify the process for the collaborative office. Future collaborations with OBSA are impacted by the adherence to these guidelines.*

Co-Sponsor/Collaboration Request Form

Please fill out all information. Someone from OBSA will contact you to confirm details and notify you about the outcome. Submitting this request does not automatically confirm your request. Forms submitted over breaks, will be confirmed when possible. Please contact Nick Daily (X77352) if you need assistance with this form.

Name: _____

Email: _____

Department Name: _____

College/Org: _____

Event Name: _____

Description of Event:

Date of Event: _____

Event Time:

Start: _____

End: _____

Location of Event:

Building: _____

Campus: _____

Relevance to OBSA'S Mission

Please describe how this collaboration contributes to the Office of Black Student Affairs mission of engaging students, faculty, and community members in learning together to understand and appreciate the diversity represented at The Claremont Colleges, and join others in working toward community and social justice. *(Reminder: Priority will be given to proposals that: further the mission of the Office of Black Student Affairs; host events or programs that are open to the 7C community; have a strong educational or awareness*

component that is aimed at educating the broader community; and/or have a significant impact on the student life experience at The Claremont Colleges)

OBSA sees collaboration as a way to further its engagement with The Claremont Colleges and provide meaningful experiences for students that offer an opportunity to develop skills and explore interests in multiple areas. Please also detail how your proposal relates to one or more of the engagement areas listed below:

- | | |
|------------------------------|-----------------------|
| i. Arts | v. Community Building |
| ii. Leadership | vi. Education |
| iii. Collaboration | vii. Service Learning |
| iv. Professional development | viii. Social Justice |

Proposed Budget

List the specific expenses OBSA funds are intended for if funding is approved by the OBSA team. Please itemize all projected costs or expenditures (be as specific as possible).

Each proposal must also include information on where the requested funds would be disbursed in order for their proposal to be complete. This includes the specific account and account number for interdepartmental transfers.

OBSA will journal the funds to your account, please make certain to include the following information to expedite the transaction: **Cost Center, Fund, Spend Category, Function & Ledger.**

Cost Center: _____

Fund: _____

Spend Category: _____

Function: _____

Ledger: _____

Other Collaborative Offices

Please list all other collaborative (potential or confirmed) parties for the proposed event

--