**OFFICE OF BLACK STUDENT AFFAIRS**

**Workshop Request 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 workshop requests 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 build workshops and trainings that are well-executed, this document serves as a guideline for those seeking office staff to create or facilitate workshops or trainings.

**RATIONALE**

OBSA sees providing workshops as a way to deepen relationship building with offices, programs, and student groups at The Claremont Colleges and provide meaningful experiences for students and others that offer an opportunity to develop skills and explore interests in multiple areas of specific knowledge. OBSA typically accepts requests for trainings that require specialized knowledge, such as those requests related to race, oppression, and multiple identities.

As such, this workshop request form will help us to foster *SPECIFIC and SPECIALIZED* workshops and trainings. Because OBSA is a capacity-building partner and a 7 Campus serving office, workshops and trainings open to all will be given priority over single-campus programs. Additionally, OBSA requires a preliminary meeting with office staff to ensure quality (considering audience, outcomes, etc.) with priority given to those requests that are clear, concise, and (if appropriate) collaboratively developed.

**WORKSHOP REQUEST TIMELINE**

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 or more in advance of the projected workshop request date. OBSA staff availability, calendar events, timelines and prior commitments will take precedence over training requests.

**WHAT TYPES OF WORKSHOPS/TRAININGS?**

OBSA reserves the right to set a quota for campus specific and 7C workshops and trainings. This quota will be set in consideration with OBSA staff responsibilities and tasks, other requests for trainings and workshops, and other office priorities. Workshops and trainings that have a clear connection to the mission of the office, are clear in the expected outcomes, and are timely are considered as factors in our decision making.

Priority will be given to workshop requests that:

* further the mission of the Office of Black Student Affairs
* require specialized knowledge about specific topics such as race, oppression, and multiple/intersecting identities
* 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 (in particular the experience of students of African descent

*While we welcome all requests and consider them independently, decisions about types of workshops or availability for trainings provided 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. Collaborating offices will provide all materials and print all accompanying materials and fliers for all workshops and trainings proposed and approved.

**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 workshop/training (e.g., on printed flyers, in introductions of guest speakers, on social media, etc.).

**OBSA’S RESPONSIBILITY TO COLLABORATIVE PARTNERS:**

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

* OBSA will provide at least one staff member to facilitate or co-facilitate requested training or workshop.
* *(If appropriate)* OBSA will include trainings and workshops in its monthly newsletters, blog posts, social media blasts and other community notifications.

**COLLABORATIVE PARTNER’S RESPONSIBILITY TO OBSA:**

* Provide an assessment of the project (i.e. using an event feedback form or survey for participants at the event) within two weeks of the workshop or training. 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.

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*Future collaborations with OBSA are impacted by the adherence to these guidelines.*

**OBSA Workshop Request Form**

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\*All Fields Are Required

**Organization Type** *(ex. Class, student affairs department, etc.):*

**Organization/Department/Group Name:**

**Event Contact Name:**

**Contact Phone Number : Contact Email:**

**Please detail workshop/training/facilitation topic you would like OBSA to provide:**

**Please provide date and time options for the requested event:**

**Anticipated Group Size:**

**Additional information regarding your request:**