

# HUMAN RELATIONS COMMITTEE SHIPPENSBURG UNIVERSITY

**Mission Statement:** The Human Relations Committee will assist the University in ensuring equal opportunity and access to educational, employment and contract opportunities at Shippensburg University for all persons regardless of race, color, sex, national origin, age, ethnicity, disability, religion or veteran's status.

## **Funding Proposal Guidelines**

**Purpose:** The Human Relations Committee is committed to the mission of Shippensburg University to achieve a diverse and inclusive campus community. To that end, the Human Relations Committee will fund proposals that are supportive, creative, innovative and informative about the issues of diversity and inclusion.

The committee desires to be fair and supportive of each proposal; therefore, it is important that sufficient information about the proposed event be contained in the funding proposal. Each funding proposal must contain the following:

1. Name, address, and telephone number of the sponsor(s) of the proposal.
2. A brief explanation of how the event/program to be funded meets the mission, goals and objectives of the SU Human Relations Committee.
3. A clearly written body of the proposal that explains the who, what, when, where and how.
4. Some evidence of how the funded event, program or presentation will impact the campus community and/or the off-campus community, which should include the following:
  - a. A specific academic class on campus for the class's students.
  - b. A specific academic class on campus open to others.
  - c. A specific presentation with one or more extra events  
{Example: speaker/presenter speaks to a group and/or classes  
(i.e. Minority Retention, Commission on Human Understanding,  
Rowland School, Women's Center)}
  - d. Open to the general campus populations.
  - e. Open to general campus population with invitations to off-campus groups.

NOTE: Programs with multi-communities and impact will generally receive more consideration.

(over)

5. Complete budgets:
  - a. Factor out the costs for travel, consultant fees, honorarium, lodging, food (food allowance for guests only) and miscellaneous expenses.
  - b. Indicate any monetary or logistical contribution available from other sources.
  
6. Timely submissions:
  - a. Proposals must be received at least eight to ten weeks prior to the date of the sponsored program. **(The Committee generally meets the second Wednesday of each month).**
  
7. Include a vita/resume for any speaker(s) or presenter(s) for whom the Human Relations Committee will be paying honorariums, travel, lodging and other expenses.
  
8. The chief sponsor of the proposal must be prepared to appear before the Human Relations committee to explain the merits of the request and to clarify any issues.
  
9. The sponsor of the program must submit a written follow-up report within two weeks after the activity has occurred. The report should include, but is not limited to, the number of attendees, formal/informal evaluations and whether the objective(s) was/were met.
  
10. Please submit the proposal (along with 20 copies of the proposal) to the Office of Social Equity.

**NOTE: The Human Relations Committee has the discretion to limit the number of proposals funded by a single requester in an academic year; and the Committee reserves the right to fund all or any part of a proposal request.**