



Proposal Cover Sheet

2007-2008

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| OBJECTIVE: To fund co-curricular programs (i.e. guest speakers, field trips, campus events) that enhance either classroom teaching or specific support activities performed by the applicant(s). | |
| ELIGIBILITY: Open to all JSRCC full-time and adjunct teaching faculty | DEADLINE FOR SUBMISSIONS: Will accept ongoing applications (if funds are available) |
| STEPS TO COMPLETE PROCESS: | |
| <ol style="list-style-type: none"> 1. Complete this cover sheet and the following proposal. Make sure that all necessary signatures are provided prior to submitting these forms. 2. Send cover sheet and proposal to Kemper Steele, Coordinator for Student Life, in Burnette Hall, Room 246. 3. Kemper Steele will contact the applicant(s) upon receipt of these forms. | |
| PROGRAM TITLE: | |
| AMOUNT OF FUNDING REQUESTED: | \$ |
| APPLICANT NAME(S): | |
| PHONE NUMBER: | |
| E-MAIL ADDRESS: | |
| DEPARTMENT/SCHOOL: | |

Upon acceptance of this award, I agree to provide a report to Kemper Steele in the Office of Student Life, summarizing my program no later than 30 days after the date of the program. Further, I agree to spend the awarded funds before June 30, 2008.

(Signature of Applicant(s))

Date

(Name of Supervising Dean/Director)

Date

(Signature of Supervising Dean/Director)

Date



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PROGRAM DESCRIPTION: Complete the sections below to describe your program. A review of each criterion can be found on page 3. Use as much space as needed.

PROGRAM TITLE:

Purpose:

Learning Outcomes for JSRCC Students:

Budget/Expected Costs:

Evaluation/Assessment Measures:

*** Please note that the Office of Student Life is available to assist the applicant with the planning of the co-curricular program. Also, the program is not required to take place within the scheduled classroom time. ***



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| SELECTION CRITERIA: | | |
|---|---|---|
| The Office of Student Life will use the following criteria to award grants: | | |
| a) | Purpose | Clearly defined purpose |
| b) | Learning Outcomes for JSRCC students | The benefits that you hope your students will accomplish by participating in the program. Include the way in which you plan to relate the information learned through the program with the material covered in class. |
| c) | Budget | Itemize the funds requested, being specific and providing documentation to support your budget. Include in-kind support if appropriate. |
| d) | Evaluation/Assessment Measures | How you plan to evaluate the effectiveness or learning outcomes of the program. |

Note: Proposals will be reviewed by the Student Life Committee. Funding is awarded on a first-come, first-serve basis. Partial grants may be awarded depending on the volume of submissions and the amount of available funding.

QUESTIONS? PLEASE CONTACT KEMPER STEELE IN THE OFFICE OF STUDENT LIFE AT tsteele@reynolds.edu OR 523-5986.