

OISS Event Proposal Form

The Office of International Student Services (OISS) is committed to supporting student ideas for events. We encourage students who have an idea for an event that is directly related to our mission statement to submit a proposal. If your proposal is accepted, OISS will work with you to make the idea a reality and provide support in terms of funding, logistics, and advertising.

OISS Mission Statement:

We strive to provide exceptional immigration services and support to international students, as well as to enhance the Colgate student experience by promoting understanding and awareness of cultural issues with the goal of cultivating informed global citizenship.

Name of main contact person: _____

Email of main contact person: _____

Names of other students involved: _____

Name of proposed event: _____

Description of proposed event: _____

What was the inspiration for the proposed event? _____

Suggested date, time, and location of event: _____

Who is your target audience for the event? _____

What is the anticipated outcome(s) and/or goal(s) of your event? _____

How does this event relate to the OISS Mission Statement? _____

Will any other departments or student organizations be involved with the event? YES NO

If yes, please explain: _____

Do you need catering? YES NO If yes, what type food is needed (i.e. snack, dinner, etc.): _____

How many people do you anticipate will attend the event? _____

Besides food, please list any other costs associated with the event? _____

Select which category(s) best describe the event:

- Immigration-related (related to F-1 visa status and related issues)
- Community-building (opportunity to bring people together, build friendships, etc.)
- Cultural/Religious/Holiday event (any cultural event, or event related to religious observance, or holiday)
- Awareness-raising event (event to raise awareness, bring understanding, and/or give information about an issue)
- Diversity-related (event related to intersectionality of race, nationality, language, culture, socio-economic status, etc.)
- Job-search related event (event related to the job-search process for international students)
- Current world event (event related to a current world event)
- Other: _____

Additional information or comments: _____

Please submit your completed proposal to OISS in Lathrop Hall, room 103.