

Colgate University Office of Residential Life

BROAD STREET ASSOCIATION PROGRAM

PROPOSAL FORM

The Broad Street Association is a student organization comprised of representatives from the various Broad Street communities to connect them and Greek houses, the larger Hamilton community, and to other constituencies that might not otherwise have a presence in the community such as faculty and staff. The Broad Street Association funds student initiated programs that promote the development of an inclusive and collaborative community which supports innovation among residents.

Funding Requests

Prior to submitting a funding request please make sure to review the goals of the BSA (summarized below) to ensure that your program is eligible for funding. Should you have any questions regarding eligibility please contact the Board at BroadStreetAssoc@colgate.edu. When submitting your proposal please keep in mind the following:

Submitting Criteria

1. Proposals are due on Sundays at 5:00pm. Proposals should be submitted to BroadStreetAssoc@colgate.edu formatted as a PDF. If a proposal meets the guidelines it will be scheduled for the following board meeting. The Board meets on Thursdays at 5:00pm. The event must take place at least two weeks after the presentation.
 - a. Example: Proposal submitted Sunday, October 4th. Proposal scheduled for presentation on following Thursday, October 8th. The event date must be at least two weeks after the presentation (Thursday, October 22nd).
2. There must be at least two houses on the proposal, at least one being non-greek. When a proposal is scheduled to appear before the board, each house/organization must have a presenter at the meeting prepared to discuss their organization's role in the event. If there is not a presenter from each house or organization listed on the proposal at the scheduled time slot then the Board will not hear the proposal that week.
3. In order to be eligible to submit a proposal, a house must have a representative from their house on the Board, this is to promote participation of all Broad Street Houses. If you are unsure if a house has a representative, please email BroadStreetAssoc@colgate.edu or refer to the Facebook Page. If a house is not currently represented on the Board, contact the board for further instructions.

Presentation

Each house or organization should be prepared to discuss the purpose of the event, along with the role of each collaborating house, and how it fits into the Broad Street Vision. The floor will then be opened to further questions from the Board.

Your Name:

Telephone:

Program Title:

Projected Attendance:

Presenter(s):

Program Date:

Time:

Location:

Program Topic Area

Educational/Service

Philanthropy

Social:

Other:

Select Representative Group:

Faculty/Staff Dept.:

Student Club/Org:

Broad Street College House:

Broad Street Greek House: N/A

Program Description and Logistical Information

Please describe your program and how it fits into the Broad Street Vision. How will other Broad Street Communities be involved?

What do you hope residents will learn from this program?

Materials Needed (Publicity, decorations, food, reservation of space, table, chairs etc.)

Financial Information:

BE SURE TO INCLUDE AN ITEMIZED BUDGET OF ITEMS NEEDED WITH PRICES

Type of funding: *Voucher* *Budget Code* *Direct Billing* Estimated Cost:

Student(s) Responsible:

Business Name:

Date of Purchase:

Items Purchasing:

Type of funding: *Voucher* *Budget Code* *Direct Billing* Estimated Cost:

Student(s) Responsible:

Business Name:

Date of Purchase:

Items Purchasing:

Type of funding: *Voucher* *Budget Code* *Direct Billing* Estimated Cost:

Student(s) Responsible:

Business Name:

Date of Purchase:

Items Purchasing:

Type of funding: *Voucher* *Budget Code* *Direct Billing* Estimated Cost:

Student(s) Responsible:

Business Name:

Date of Purchase:

Items Purchasing:

Total requested:

OFFICIAL USE ONLY

Not Approved:

Approved:

Total Amount approved:

Date:

Voucher

Cash Advance

Budget Code

Direct Billing

Comments:

Broad Street Student Advisor

Assistant Director of Residential Education