

HRPC Program Proposal
2007-2008
Many Minds, Many Voices, One Family

As you know, our committee is making special emphasis in our programming. Our main goal is to focus on our mission, your program proposal needs to fit our mission prior to be presented to the large committee.

The Human Relations Programming Committee(HRPC), a component of the Human Relations Council, is dedicated to celebrating, appreciating, understanding, and respecting the importance of diverse beliefs and ethnic, racial, and cultural groups represented on the Seton Hall University campus. This committee is comprised of students, faculty, staff, and administrators.

The committee strives to offer the campus opportunities to learn about other groups. In addition to the Human Relations Week, theme months such as Black History Month, Women's History Month, and Latino(a) Heritage Month are celebrated, along with current events, supporting the building of a more informed and collaborative community.

Basic requirement for Co-sponsorship:

Organization needs to be active in our Committee (year round).

We will support programming for non members up to \$200 provided the program fulfills the goals of HRPC mission and \$200 is not more than 25% of the total cost of the program.

Remember to get program approval by Sarah Clifford for Clubs & organizations and Mariel Pagan for Greek organizations prior to your presentation to this committee.

Event Title:_____

Description:

Use additional pages if necessary.

Date: _____ Time: _____ Location:_____

Cost:

Performer _____

Food _____

Drinks _____

Security _____

Decorations _____

Others (please specify) _____

Total cost of the Event \$_____

Expenses Covered by Event Host: \$_____

Expenses Covered by SGA \$_____

Host needs to be the main sponsor of the event.

Co-sponsorship (please include \$ requested from HRPC) \$_____

This amount should not exceed 25% of total cost of the event.

We encourage you to reach out to other groups and academic departments for collaboration.

Once you get commitments please fill out the following:

Organization	Amount
---------------------	---------------

- 1.
- 2.
- 3.

In addition, if your program is co-sponsored by HRPC, HRPC needs to be included in the publicity. The following is the Disabilities Statement, make sure to add it to your publicity.

“Should you require special accommodations to participate in these events due to a disability, please contact the Disability Support Services Office (973-313-6003) at least two weeks prior to the event.”

Include a copy of your flyer and a picture of the event with your evaluation. We also need count of the attendance; contact Mary Goff (Campus ID) for card access reader request a week prior to the event.

Evaluation forms will be provided and done by a representative of our committee.

A post program evaluation form needs to be filled out no later than **a week after the event.**

We will not process the transfer of funds into your account if we do not get the evaluation in a timely manner.

If there are any special needs to be considered please include the information in your proposal.

We will not sponsor programs that have already been done.

Fall 2007-Spring 2008