



## OSER Club Funding Committee Travel & Special Events Funding Presentations

The Office of Student Engagement & Retention (OSER) has developed a committee that will be responsible for evaluating clubs and organizations presentations aimed at achieving funding for special events and travel. The funding requested can be used for the activities listed below:

- leadership conferences
- state conferences
- workshops
- competitions
- field trips

Clubs and organizations are limited to **one funding request per academic year**. Clubs and organizations will be invited to present and request funding from OSER's Club Funding Committee on the **3<sup>rd</sup> Friday in October** and the **1<sup>st</sup> Friday in November** and on the **3<sup>rd</sup> Friday in February** and **1<sup>st</sup> Friday in March**. October funding requests will be for spring activities and February funding requests will be for summer/fall funding requests.

Funds cannot be used towards fundraising, paying salaries of college personnel or activities not associated with the college. Clubs and organizations may receive a maximum amount of **\$1,000**. All business office procedures and DCCCD related policies must be followed. Faculty/Staff Advisors will be asked to meet with the OSER Student Travel Coordinator to prepare and submit the necessary paperwork following the business office procedures in a timely manner.

All clubs and organizations are encouraged to participate in fundraising activities throughout the year to fund their activities and are to consider the monies requested from the OSER's Club Funding Committee as additional funds to support the clubs and organizations fundraising efforts.

### Presentation Guidelines

#### *Required Presentation Setup & Speaking Areas to request OSER Club Funding:*

- **Time Length:** 5-7 minutes.
- **Dress:** Business Professional.
- **Develop:** 8-10 slide PowerPoint presentation or Prezi presentation.
- **Decide:** Select 2-4 presenters to represent your club or organization.
- **Backup File:** Save your presentation to a flash drive and email it to yourselves.
- **Arrive:** Arrive on time to your presentation time slot.
- **Practice:** Be sure to practice your presentation a few times before you present.
- **Introduce:** Be sure to begin your presentation with introducing your club's or organization's presenters in addition to those members in attendance for support.
- **Slide #1:** Name of club or organization and description/purpose of club or organization.
- **Slide #2:** Describe the travel or event experience.
- **Slide #3:** Discuss how the travel or event experience would benefit your club's or organization's purpose and your personal development as student leaders.
- **Slide #4:** Review the estimated expenses and budget for the travel or event experience.



- **Slide #5:** Explain your club's or organization's fundraising accomplished for the current semester and previous semester OR a fundraising plan for the current semester. Additionally, discuss how much money your club or organization is prepared to put towards the travel or event experience. (At least 1 fundraiser completed before is required.)
- **Slide #6:** Share about the club's or organization's community service efforts already completed for the semester, previous semester, and those efforts that are planned.
- **Slide #7:** Discuss the campus life activities (programs, popcorn/Fun Fridays, events, outreach, etc.) that your club and organization have participated in for the current semester and/or from the previous semester.
- **Slides #8-10:** Display pictures of your club and organization in action with leadership, service, campus involvement and outreach.
- **Close:** Review the benefits of the travel or event experience for the club or organization and its members.

**For questions, please email [4OSER@dccd.edu](mailto:4OSER@dccd.edu)**