COLLEGE OF THE SEQUOIAS

REQUEST FORM, EDAC FUNDS

***Equity EVENT***

**Description**

*Do you have an idea for an event, training, or conference that will increase equitable outcomes at COS?* Consider applying for EDAC event funding.

*Equity Events are short-term, one-time events hosted by individuals, other institutions, or groups of COS employees.* The events have the goal of addressing specific equity issues at College of the Sequoias. These events can be designed to benefit a specific unit or department, division, campus, or the entire institution.

Examples of equity events include ***heritage celebrations, speakers or equity trainers, department or division trainings hosted by current staff or faculty, and conference attendance***. If you are not sure whether your idea fits the criteria of an equity event, ask the EDAC co-chairs. Full-time, part-time, and classified staff can apply.

Your application for funding should include a short description that addresses the following:

1. Describe the event. Include goals and a basic timeline. If applying as a group, include a list of those involved and state who will be the lead coordinator/contact.
2. Show a clear need for the event at the unit, division, or institutional level.
3. Explain how the event will meet the equity goals outlined in The [COS Mission Statement](https://www.cos.edu/en-us/about-us), The [COS Equity Plan](https://www.cos.edu/en-us/administration/research/surveys-and-studies), [EDAC Initiatives](https://www.cos.edu/en-us/administration/governance/district-governance-senate/equity-diversity-and-action-committee), the [COS Strategic Plan](https://www.cos.edu/en-us/administration/accreditation/institutional-planning), or the Chancellor’s Office’s [Call to Action.](https://www.cccco.edu/-/media/CCCCO-Website/Files/calltoactionjune2021-a11y.pdf?la=en&hash=BD57D4A9AB1A2FF6E466855C692EB070AF248916)
4. Include clear assessment method to verify completion and effect of the event.
5. Include a cost breakdown.

IMPORTANT NOTES

*Sharing Coordination*: If you are coordinating or leading an on-campus event, one $250 stipend is available to pay for the coordinator’s time. If you’d like to request multiple stipends, please provide justification in your proposal.

*Conferences*: If you’re a full-time faculty member, you are eligible for conference funding through the COSTA Contract. Please consider using this resource first, as it is not available to other COS employees.

*FLEX*: Remember to also fill out a FLEX application where applicable. However, you cannot get paid a stipend to coordinate *and* get FLEX for the same event.

APPLICATION FORM Equity Event

***Note: once completed, please first send to your dean for signature.***

Date Submitted: Click here to enter text.

Title of Event: Click here to enter text.

Date of Event: Click here to enter text.

Coordinator’s Printed Name: Click here to enter text.

Others Involved in Hosting/Coordinating: Click here to enter text.

Please provide a brief description of event and related request of funds:

Please explain how the event meets equity goals.

Breakdown of Projected Cost:

Projected Cost: Click here to enter text.

Coordinator Stipend ($250) Requested: 🖵 Yes 🖵 No

**APPROVAL SIGNATURES (dean signature should be obtained first and then forwarded to EDAC co-chairs)**

Dean Date

Admin EDAC co-chair Date

Faculty EDAC co-chair Date

For Office Use Only:

Payroll Timesheet for Stipend Submitted?  Yes  Coordinator Waived Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Request Approved:  Yes  No Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Juan Vazquez, Co-Chair Kelly Diaz, Co-Chair