ATTENTION: STUDENT ORGANIZATIONS

Looking for a way to fund a career-related program or event sponsored by your group?

If yes, your club or organization is encouraged to apply for a $100 or $250 Career Events Grant from the Career Center.

**Purpose of the Career Events Grant:**

The Career Events Grant was created to encourage SF State student organizations to plan or assist with career-related programs in collaboration with the Career Center. A limited number of grants will be awarded during the fall and spring semesters.

**Grant Selection Criteria:**

- Student organization must be officially recognized by LEAD (formerly OSPLD)
- Program/event must be career related and open to all interested SF State students and alumni. Participation can not be limited to only members of the student organization.
- Program/event must be planned in collaboration with a Career Center professional staff member (see application form for a list).
- Program/event must provide opportunities for career exploration or obtaining career-related information.
- Program/event must be held on campus during the fall or spring Semesters.
- The Career Center must be listed as a co-sponsor of the event in all publicity materials.
- Organization/club must demonstrate financial need by providing a budget and/or anticipated expense report (see attached form).
- Funds may not be used to visit employers, attend off-campus conferences or career fairs sponsored by another organization, pay for speaker fees (i.e., honorarium, stipend), or room rentals.
- Depending on funding availability, organization **may not** be able to receive funding two years in a row for the same event. Priority will be given to new grant proposals.
- Organization/club must submit to the Career Center a follow-up report describing the program/event.

**Career Events Grant Application Process**

- Complete the attached Grant Application Form and the Estimated Expense/Budget Report along with any other additional documentation to support your grant proposal.
- Send or fax the Career Events Grant application materials to:
  
  Career Events Grant, Career Center, SS 206, or by fax: 415 338-2979

Some suggested ideas for programs/events include but are not limited to:

<table>
<thead>
<tr>
<th>Alumni Career Panel</th>
<th>Lunch-time Speaker Series</th>
<th>Distinguished Speaker</th>
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<tbody>
<tr>
<td>Employer Panel</td>
<td>Seminar/Symposium</td>
<td>Resume Critique Day</td>
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<tr>
<td>Dress for Success Style Show</td>
<td>Job-Search Workshop</td>
<td>Practice Interview Day</td>
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GRANT APPLICATION

PRIORITY DEADLINES: Fall Semester, October 1; Spring Semester: Thursday, March 1
For questions, additional information, or assistance in completing the application forms, contact the professional staff member assigned to your academic area:

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
<th>College/Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Janelle Metz</td>
<td>338-2531</td>
<td><a href="mailto:jmetz@sfsu.edu">jmetz@sfsu.edu</a></td>
<td>Business; Science &amp; Engineering; Humanities</td>
</tr>
<tr>
<td>Mariko Hingston</td>
<td>338-2528</td>
<td><a href="mailto:mtodd@sfsu.edu">mtodd@sfsu.edu</a></td>
<td>Business; Health &amp; Human Services; Creative Arts</td>
</tr>
<tr>
<td>Alan Fisk</td>
<td>338-6420</td>
<td><a href="mailto:afisk@sfsu.edu">afisk@sfsu.edu</a></td>
<td>Business; Behavioral &amp; Social Sciences; Education</td>
</tr>
</tbody>
</table>

Event Title: __________________________________________________________________________________

Name of Organization/Club: ____________________________________________________________________

Student contact: _____________________________________ Office title: ______________________________

Is this student organization recognized by Associated Students?   ___ yes      ___ no     ___ in process

Phone: ________________________________  E-mail: ______________________________________________

Advisor: _____________________________________  Title: _________________________________________

Phone: ________________________________  E-mail: _________________________________________

Description of Program: Use additional page(s) if necessary; submit only one program event per application

Include as much pertinent information as possible about the event. Briefly describe:
• the purpose of the program/event and the expected outcomes
• targeted audience; expected number of participants
• If this is a new event for your club or organization, please mention that in your description.
• If the date/time/location has not yet been determined, indicate what is being considered.

_________________________       __________  ____________________________    __________
Career Counselor                      Date                               Career Center Director                Date

9/16/09