

SUPB Diversity/Cultural Programming Protocol

The purpose of this protocol is to create consistent educational, diverse, and cultural events.

Policy/Guidelines

- It is highly recommended that each cultural/diversity event (5 per semester) be a collaboration with a different cultural/diversity organization recognized by the Center for Student Diversity and Inclusion (CSDI).
- The executive board for the student union programming board is required to exchange ideas with cultural/diversity organizations to speak about potential events before the first event of the semester. Event coordinators will make a list of all of the ideas and use them as a reference to plan events for the semester.
- SUPB should ensure that the event being planned is original (not previously sponsored solely by another organization). If the event idea is not original then the event coordinators are strongly encouraged to work with the cultural/diversity organization that typically sponsors the event.
- An educational component must be delivered at every diversity/cultural event.
- Event coordinators can reach out to the staff in CSDI for a recommendation for a cultural/diversity organization with which to collaborate.
- For each collaboration, an event collaboration form must be signed, by all organizations involved, stating that there must be equal effort put into the event. This form will enumerate assigned roles for the event coordinator and the cultural/diversity organization. This form must be signed by the advisors of all co-sponsoring organizations.

Timeline

Week 4:

- Brainstorm a cultural/diversity event and consider working with a cultural/diversity organization at least four weeks before the event date. The event coordinator must show evidence to the advisor of progress on this event.
 - o The initial email regarding a potential collaboration must be sent to the entire executive board of that particular cultural/diversity organization.
- In the event that a cultural/diversity organization is either non responsive or is not interested in collaborating, it is suggested that the event coordinator find another cultural/diversity organization to collaborate with four weeks before the date of the event or as soon as possible.

Week 3:

- Adequate research(consult the organization itself, website, etc.) must be done for the event to be implemented. Information gathered includes, but is not limited to: adequate research on the culture, history relevant to the event, and information about traditional events from that culture.

Week 2:

- In order to deliver the educational component of the event, a tri-fold board of information, powerpoint, or other clear information about the culture must be presented at every cultural/diversity event. This must be drafted by the event coordinator and reviewed by cultural/diversity organization. It must also be reviewed by the advisor and shared with the VPP.
- The event planner should be prepared to discuss the event in detail (the Tuesday before the week of the event). Discussion should include the following points:
 - o Will there be a collaboration with another organization?
 - o Why did the event coordinator choose this cultural/diversity organization?
 - o How is this event a cultural/diversity event? What is to be learned from this event and how will the educational component be delivered?
 - o How does the event fit within the mission of the student union programming board?
 - o What are the details of the program?

Week 1:

- Final explanation of the event at the executive board meeting.

Post-Event:

- Complete a program evaluation form following the event with the co-sponsoring organization.

A/O 1/11/18