

MVCC RESIDENCE HALL PROGRAM PROPOSAL Page1

NOTICE: ~~ÚWÓT~~ ~~QÁ~~ AT LEAST 14 DAYS IN ADVANCE , except for CDs.

Name: _____ Date Submitted: ____/____/____ Cell: _____

Program Classification:

Program Theme: Check the one WHICH MOST CLOSELY RELATES

Program Title (Be creative): _____

Proposed Date: ____/____/____ (Not sooner than 14 days) Location:

Proposed Time:

Learning Objectives of Program (minimum of 20 words to describe what you want your participants to learn by attending)

Will there be a speaker? Yes No

If yes, what is their name, title, how did you learn about them **and** what are their qualifications:

Will there be a movie or similar media shown? Yes No

If yes, what is the title:

Describe what will occur during the program: (Minimum 20 words)

Include how the event begins and ends, and the actual program FORMAT.

Describe the set-up for the program: (Minimum 20 words)

How will the location be arranged, how you will make participants feel welcome

How will you advertise the program: REMINDER: Insert copy of ad prior to pressing send.

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List Exact Items, including supplies, you need to purchase and from where:

Item	From Where	Cost
Grand Total Requested		

Instructions: Print, Sign, Date & Submit to Supervisor, WITH advertisement.

OFFICE USE ONLY: Supervisor Approval Conditions & Funding: INSTRUCTIONS TO THE STAFF MEMBER!

Supervisor Note: Total Program Cost:

Funds Used:

Walmart Card: Y N N/A **Sodexo Bill** **Stock Gift Cards**

Advance Check: Yes Check(s) \$ Payee(s) By ___/___/___

Supervisor pre-program notes/guidelines: (If multiple checks are needed, describe here)

ASC USE ONLY:

Paid: ___/___/___ **Check #:** _____ **Processed:** _____ **Audited:** _____

Note: _____

Approvals:

Supervisor

_____/_____/_____
Date

Residence Council
(if funding, President must sign printed copy)

PROGRAM EVALUATION:

Did your planning of this program happen? Yes No

How many students attended this program?

What was the final cost of your program? \$

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Did the program meet your expectations? Yes No
Why or why not?

If you were to do this program again, what changes would you make to improve it?