Helping Hands Procedure

Purpose

The purpose of Helping Hands is to award clubs with the necessary finances to host programs that are in accordance with the CSI Programming Model on the CSI campuses. These programs are intended to increase and promote the number of student successes.

Paperwork

- Paperwork is due to the ASCSI Senate Secretary (Mila Korol- pkorol@csi.edu) two weeks prior to the club event for approval. We would request that clubs set a tentative date for the event beforehand including a time and location. **Funding is not guaranteed until voted upon by the Senate which takes about two weeks.**
- **After paperwork is received and voted upon, any changes made by the group concerning date, time and location must be reported to the senate. If they do not fall within senate established criteria then the changes may be rejected.**
- Paperwork can be emailed to ASCSI Senate Secretary or given physically in the Student Senate Office located upstairs in the Taylor building.
- **Description of event must be thorough** in request form for senate to vote upon funding.
- Dates unavailable are listed to coordinate with CSI coordinator (coordination done by ASCSI secretary).

Award Amount

- **$200 per event per club** and if collaborating with another club, both will receive individual awards.
- Award will be given after event is carried out unless money is needed for the event to happen. If so, email ASCSI secretary to coordinate plan of action.
- Cap of 4 events per semester per club

Time and Location

- In order to be funded, the event has to occur on CSI Property (including CSI off campus-centers, {Ex. Mini Cassia, Blaine, Gooding, etc.}) any day in which classes are being held times can range from 8 a.m. to 5 p.m. but, the event duration must be a minimum of 2 hours.
- The event cannot be held during “Eagle Hour” (11am-1pm on Tuesday's and Thursday's) unless it is a partnership between the host of eagle hour and the club.

Expectation of Clubs

1. Before submitting paperwork to Student Senate, confirm with Facility Coordinator on reserving the facility at requested date and time. (Even if it is tentative and you must reconfirm date after approval/denial).
2. Document the event with a summary and pictures to be submitted to Student Senate.

Any questions, email the ASCSI Secretary (Insert secretary name- and email)

ASCSI Student Senate Helping Hands Request Form
### Description of Activity

<table>
<thead>
<tr>
<th>Name of Event</th>
<th>Location of Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the group able to wait two weeks for approval?</td>
<td></td>
</tr>
<tr>
<td>Is this a regularly scheduled event by your group?</td>
<td></td>
</tr>
<tr>
<td>Time and date of event</td>
<td></td>
</tr>
<tr>
<td>Targeted Audience</td>
<td></td>
</tr>
<tr>
<td>Describe the Event:</td>
<td></td>
</tr>
<tr>
<td>Describe the overall purpose(s) of your event:</td>
<td></td>
</tr>
<tr>
<td>Provide a minimum of one measurable outcome that will demonstrate the success or impact of your event:</td>
<td></td>
</tr>
</tbody>
</table>

### Description of Effort

<table>
<thead>
<tr>
<th>Is this a joint venture (sponsored by 2 or more organizations)?</th>
<th>YES _____ NO________</th>
</tr>
</thead>
<tbody>
<tr>
<td>If yes, please provide the name of other organization(s)?</td>
<td></td>
</tr>
</tbody>
</table>

### CSI Programming Model Pillars

In an effort to make programming even more purposeful on campus, CSI has developed a program model with specific pillars to increase the effectiveness of our programs. The Helping Hands Initiative will focus on these same pillars. These pillars are well rounded and will allow for plenty of ways to help our students on campus to become more successful now, and into the future in their respective careers and fields.

Which of the following program pillars will your activity focus on?

- Academic Development
- Civic/Social Engagement
- Leadership Development
- Lifelong Learning/Career

How will your activity meet these programming pillars?

How will you know that this event was successful, in regards to your focused program pillars?