

Topic: “Diversity in Student Activities” Promotional Support Program Procedures
Updated: September 19, 2008

This program is established to support those student organizations and departments planning a program, activity or service that would contribute to the diversity of the University’s campus life either by presenting themes, featured speakers or performers that represent some aspect of human diversity. The activity or event can be social, educational, or cultural. Examples might include theme parties and other special events; programs that address minority issues, gender role issues, international concerns, physical challenges or other such concepts; or performances by artists representing culturally diverse populations.

The University Commons and Student Activities will provide promotional support for a limited number of such activities each year (total dependent upon cumulative direct costs and available funds).

Package includes:

- Design consultation
- 3-4 rough sketches
- Design selection
- Final layout
- Copy proofing

Items that can be printed:

- 11x17 posters
- 8 ½ x 11 or 5 ½ x 8 ½ flyers
- 6 ¼ x 4 postcards

Each promotional support package is worth up to \$300. The “Diversity in Student Activities” logo will be included in all designs, and all printing will be done by UWF Printing Services. Each organization is limited to two applications per fiscal year.

To apply, sponsors must submit an application and appropriate supporting material to the Director at least 4 weeks before the material is required. Our artist will provide a draft for review. Sponsors may opt to accept this draft, accept the draft with corrections, or request an alternative design. We will correct mistakes as many times as necessary but only one conceptual redesign will be accommodated. Sponsors will be asked to sign-off accepting the final draft as complete and correct.