The Center for Black Studies (CBS) offers programs and educational activities relating to African and African-American life and history. Additionally, the Center seeks to stimulate student’s professional, cultural, and social interests by providing programs, events and support to facilitate the needs of students.

The Center for Black Studies Student Learning Objectives:

a. Students will learn and enhance their knowledge about the life history, culture, contributions, and experiences of people of African descent.
b. Students will develop the skills and receive the support they need to matriculate.
c. Students solidify their roles as leaders, scholars, and change agents.
d. Offer activities and programs that will enhance students’ cultural and community engagement.

CBS will contact organizations/centers after the conclusion of Black Heritage Month to collect information regarding program objectives and outcomes. Please consider the following when planning your event:

- What is the goal/learning objective of your program?
- How many are you expecting to attend the event? How many actually attended? How does this compare to previous years (if applicable)?
- Does your proposal link to one or more of the Center’s student learning objectives above?
- Will an assessment tool (i.e., poll, survey, short questionnaire, social media data) be used to determine event success?

Timeline:
Proposals will be accepted beginning **October 21, 2016**.
Proposal submission ends at **4:00 PM on November 22, 2016**.
All locations must be confirmed by **December 2, 2016**.

**PLEASE NOTE:** Events not submitted by November 22 may not be considered for the calendar.
Events without confirmed locations by December 2, 2016 may not be included in the calendar.

Please complete a form for each event you plan to sponsor/co-sponsor, which you would like the Center for Black Studies to consider for inclusion on the calendar. Please note that we are trying to avoid multiple events scheduled for one time/day and encourage student organizations/diversity centers to collaborate on proposed programming.

A word copy of the proposal form follows. Please copy, complete, and save it then email it as an attachment to jhart1@niu.edu.
Center for Black Studies
Proposal Form

*Required information. Text boxes can be expanded if additional space needed.

1) Name of your campus unit/organization: ____________________________________________

2) Contact Name: ____________________________________________

3) Contact Email: ____________________________________________

4) Contact Phone: ____________________________________________

5) Name of presenter(s) (if applicable): ____________________________________________

6) Proposed title of event: ____________________________________________

7) Please indicate type of event with an X: Social ☐ Cultural ☐ Academic ☐
Who is the intended audience, i.e., undergrads, grads, NIU campus, communiversity, etc.?:
__________________________________________

Please indicate preferred times and dates of event?
*1 ____________________________________________
*2 ____________________________________________
*3 ____________________________________________

*Provide a brief description of your event (goal/purpose):

______________________________________________________________________________
______________________________________________________________________________

8) Will other student organizations/campus units co-sponsor and or/fund this event? Yes ☐ No ☐
If yes, list the co-sponsor and the financial support they will provide:

______________________________________________________________________________
______________________________________________________________________________
9) Are you requesting financial support from CBS for this event? Yes [ ] No [ ]
   If yes, please provide specific details of the financial support you are requesting from CBS:

   

10) Does your event support one or more of the Center’s student learning objectives?

   *If Yes, list which one(s):

   

Secondary Contact (optional):

Please identify a secondary contact. Include name, email and phone number.

   

Comments & Questions (optional):

   

Please send the completed form to jhart1@niu.edu.

Please Note: If CBS provides financial support to your event, but does not receive your post-event assessment information, future funding may be unavailable.