



ASSOCIATED STUDENTS, INC.
California State University, Los Angeles

2020 Fall Semester ASI Program Proposal

Academic Semester and Submission Date:

Event Coordinator(s):

Event Collaborator (Dept. Faculty, Staff):

Program Title:

Day/Date(s) of Program:

Zoom Meeting ID:

Alt. Day/Date(s) of Program:

Commented [RM1]: Provide an alternative day/dates, in the case that your proposed day/dates are unavailable.

Setup Time: **Start Time:** **End Time:** **Breakdown:**

Program Description

Learning Outcomes (Indicators of Success) should be expressed in terms of observable behavior because they facilitate the assessment of learning. In the space below, clearly state what the student is *expected* to experience (learning outcome). Also, how will the student and/or campus benefit from participating in the event/service?

Example: At the end of XYZ Program, students will _____.

Use measurable action verbs such as these:

analyze	appreciate	compute	classify	collaborate	compare	contrast
define	demonstrate	direct	derive	designate	discuss	display
evaluate	know	identify	infer	integrate	interpret	justify
list	understand	organize	grasp	report	respond	solicit
state	synthesize					

Learning Outcomes:

ASI VPAG and Academic Senators will be able to analyze, evaluate, understand and demonstrate knowledge on their specific areas. Academic Senators will be able to directly engage and discuss with students regarding their student advocacy efforts.

Achieving ASI Strategic Goals:

In an effort to ensure all of our programming efforts are in alignment with our strategic goals please ensure this event satisfies at least three (3) of our Strategic Goals:

Communication: Does this event maintain consistent and transparent communication with Cal State LA students, faculty, staff, or administrators?

Involvement: Does this event enhance or appeal to the diverse population of Cal State LA students? How will it expand involvement or volunteer opportunities?

Once you complete this form, please return this sheet, along with any attachments, to the ASI Director of Government Affairs & Leadership Programs or the ASI Senior Coordinator of Student Engagement & Outreach, accordingly. Please check your Cal State LA email for any and all responses to your proposal. Feel free to contact the ASI Director of Government Affairs & Leadership Programs or the ASI Senior Coordinator of Student Engagement & Outreach for further clarification.



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- Advocacy:** Does this event assist ASI in advocating as the official voice of students to the University community?
Pride: Does this event promote Cal State LA Spirit and Pride?
Excellence: Does this event promote academic excellence and/or provide quality programs/services to Cal State LA students?

Briefly explain how this event meets our goals:

This event will maintain consistent **communication** and transparency with Cal State LA Students as students share their concerns with the ASI VPAG and Academic Senators. The ASI VPAG and Academic Senators will be able to answer student questions and share the work they've been doing to cater student needs. Students at large will have the opportunity to **advocate** for their academic needs amongst the VPAG and Academic Senators. This event also allows for **involvement** as students will have the opportunity to engage in rich discussion and will be informed of advocacy opportunities through ASI.

Anticipated attendance:

Student participants	30
Other (faculty, community, etc.)	

Program Agenda

- Attach the load in/load out times and full schedule of the program by expanding on the volunteer sheet provided (last page).
- Please provide a floor plan and ambiance description.
- Finally, complete an agenda for your program/event and submit it with your proposal.
- Remember, you need to be flexible with your agenda in case your event has to change last minute.

Program Graphics

Develop an appropriate blurb and incorporate a dynamic image. Make any print publicity visually engaging so that it draws people in and presents the information in a concise manner. People should gain a clear picture of what your program is all about and should feel encouraged to attend.

Text/blurb (Please include 3 to 4 sentences about your event):

Join ASI for a Zoom townhall regarding issues you are facing in this pandemic. Our VPAG and Academic Senators are here to advocate for you! For more information please contact Jocelyn Vargas at asivpag@calstatela.edu

*Note: If you have any preferences and/or ideas for promotion, please attach them for reference.

Attach event image (i.e. hard media, jpg, or online link). Otherwise, it will be the Graphic Designer's call on all colors and designs unless otherwise requested or specified.

Publicity Quantity:

5½" x 8" Flyers (standard)	
11" x 17" Poster (standard)	
1½' x 6' Event vinyl banner	

Graphics Deadlines:

Fall	
Spring	
Summer	

Outreach, Promotion and Distribution Plan

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Where will you post all the publicity requested?

We will be using social media platforms and emails to inform individuals of this event. I would also like to request a QR code for our event evaluation.

What methods do you plan to use to effectively promote this event (please be specific):

Aside from digital platforms, Senators and the VPAG will have the opportunity to share the event with classmates and fellow peers.

Estimated Budget

Items	Cost	Notes & Descriptions
Gift cards	?	Gift cards to where?
TOTAL EXPENSE		

Commented [MR2]: This section is useful in that it helps you start thinking about all of your supply needs and whether they have costs associated or not. What will you need to ensure you have a solid floor plan? What it will take to develop your setup instructions?

The amount/services/items contributed by your collaborators:

Commented [MR3]: Make sure that you have communicated clear expectations with your event collaborators. Is there an understanding about roles, responsibilities, funding, and promotion?

Program Evaluation Plan

How will you assess these indicators of success reflected in your programming process, event execution and participant feedback?

Students who attended will have the opportunity to fill out the student evaluation survey. Through this survey we will get our raffle winners.

Commented [MR4]: This is one of the most important parts of the programming process. It is required that you write a brief synopsis of the event, including participant and planner comments, attendance, suggestions for future events, and final costs.

This not only completes the experience of programming planning and execution, but also serves as a valuable tool when assessing the importance or validity of a program. This impacts future programming. It is our fiscal responsibility to review all student funded programs.

Type of Event Evaluation (survey, questionnaire, feedback):

A survey will be provided to students at the end of the event as well as QR Code.

For Senior Coordinator of Student Engagement & Outreach, accordingly. Please email your CSU State E-mail for any and all responses to your proposal. Feel free to contact the ASI Director of Government Affairs & Leadership Programs or the ASI Senior Coordinator of Student Engagement & Outreach for further clarification.



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