PRCC Vision Statement

Embracing ethnic, racial, cultural and other diversity of humanity is an ethical and practical necessity for the Paul Robeson Cultural Center at The Pennsylvania State University.

We define culture as:
A system of shared beliefs, values, customs, behaviors, and artifacts that members of society use to cope with their world and with one another, and that are transmitted from generation to generation through learning. Culture includes all of the things a group as a whole thinks, believes, and does. To study a group’s culture is to study its art, literature, religion, philosophy, sports, clothing, politics, customs, histories, and habits.

We shall present and promote programs that enhance the overall educational experience of students, faculty and staff, and encourage appreciation for a pluralistic society. We will provide learning opportunities for The Pennsylvania State University community that recognize in society, others, and themselves the various guises and levels of racism, sexism, and other scourges that foster division and impose a continuation of inequality. Finally, the Paul Robeson Cultural Center shall be a campus destination where all visitors find welcoming, comfortable and functional facilities, engaging visual displays, and the opportunity to explore and engage in dialogue and/or the study of issues related to culture including; diversity, leadership, racial identity development and community development.

Program Co-Sponsorship Description

Through our commitment to providing and supporting avenues for cultural education, the PRCC invites student organizations to submit proposals for program co-sponsorship. For the academic year, the PRCC is able to award up to four (4) Heritage Hall half fee waivers, four (4) Heritage Hall full fee waivers, and a designated amount of allocated funds (up to $200.00 per award).

PRCC Student Liaisons Advisory Board

All student organization program co-sponsorship proposals will be reviewed and decided upon by the PRCC staff and PRCC Student Liaisons. The liaisons are representatives from various cultural student organizations, who serve as a valuable connection between their respective organizations and the PRCC, as well as support the PRCC in its programming efforts, review of office space applications, and allocation of co-sponsorship awards.
PAUL ROBESON CULTURAL CENTER (PRCC)
2013-2014
Student Organization Program Co-Sponsorship

Co-Sponsorship & Program Requirements

1. Must be a recognized student organization with an Associated Student Activities (ASA) account number.

2. A student organization may receive only one (1) program co-sponsorship (fee waiver or monetary award) per semester.

3. If requesting a fee waiver, Heritage Hall and/or the use of the kitchen must be reserved through the online Event Management System (https://reservations.psu.edu/virtualems) prior to submitting a proposal.

4. If awarded a co-sponsorship,
   a. The Paul Robeson Cultural Center (including its identifying marker) must be listed as a co-sponsor on ALL marketing materials (printed & online) and printed programs.
   b. The Paul Robeson Cultural Center must be officially announced as a co-sponsor during the program.
   c. The student organization must submit a draft copy of the program flyer (printed or digital version) to the Assistant Director at least TWO (2) WEEKS prior to the event for approval.

Important Dates

Co-Sponsorship Proposals must be submitted by the following due dates to be considered for a co-sponsorship award:

<table>
<thead>
<tr>
<th>Program Month (month during which program takes place)</th>
<th>Proposal Due Date (No Later Than 2:00pm)</th>
<th>PRCC Student Liaisons Advisory Board Meeting Date</th>
<th>Decision Notification Date</th>
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<tbody>
<tr>
<td>September/October/November</td>
<td>Friday, September 6</td>
<td>Thursday, September 12</td>
<td>Monday, September 16</td>
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<td>November/December</td>
<td>Friday, October 11</td>
<td>Thursday, October 17</td>
<td>Monday, October 21</td>
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<td>December/January</td>
<td>Friday, November 8</td>
<td>Thursday, November 14</td>
<td>Monday, November 18</td>
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<td>January/February</td>
<td>Friday, December 6</td>
<td>Thursday, December 12</td>
<td>Monday, December 16</td>
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<td>February/March</td>
<td>Friday, January 17</td>
<td>Thursday, January 23</td>
<td>Monday, January 27</td>
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<td>March/April</td>
<td>Friday, February 7</td>
<td>Thursday, February 13</td>
<td>Monday, February 17</td>
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<td>April/May</td>
<td>Friday, March 14</td>
<td>Thursday, March 20</td>
<td>Monday, March 24</td>
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<td>April/May</td>
<td>Friday, April 4</td>
<td>Thursday, April 10</td>
<td>Monday, April 14</td>
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Submit proposals to Kristen Wong, Assistant Director (014 HUB-Robeson Center). All proposals must be received no later than 2:00pm on the proposal due dates listed above. NO EXCEPTIONS! The proposal contact person will receive an e-mail (see above for notification dates) regarding the advisory board’s decision.

REQUIRED ATTENDANCE:
It is required for at least one (1) representative from the organization to participate in a short question and answer session at the PRCC Student Liaisons Advisory Board meeting during which the proposal will be reviewed (see above for meeting dates). The meetings take place from 5:30-7pm in 016 HUB-Robeson Center. The organization MUST confirm the attendance of the representative(s) by notifying Kristen Wong, Assistant Director, via e-mail (knw3@psu.edu) by 5pm the day before the meeting.
Proposals will be evaluated based on the following categories:

- **Strength & originality of program concept**
- **Connection to PRCC Vision Statement**
- **Contribution & appeal to campus community**
- **Exhibits organized & long-term planning**
- **Overall quality of proposal & program logistics**

**Submission Instructions:**

1. Print and fill out the Student Organization Officer Information Sheet and Program Co-Sponsorship Request Form (see pages 4-7 of this packet).

2. Complete a Co-Sponsorship Proposal (must be a typed document), which must include **ALL** of the following sections:
   
   a. **Student Organization Information**
      
      (name, purpose, goals, membership, other programs, past PRCC co-sponsorships, etc.)
   
   b. **Program Specifics**
      
      (name, date, time, location, etc.)
   
   c. **Brief Program Description**
      
      (purpose, goals, target audience, etc.)
   
   d. **Program’s Connection to PRCC Vision Statement**
      
      (see page 1 of this packet)
   
   e. **Program’s Contribution & Appeal to Campus Community**
   
   f. **Program Schedule**
      
      (broken down by time)
   
   g. **Detailed Program Budget**
      
      (include item names, vendors, prices per item, expected profit, and all other expenses)
      
      i. If requesting funding from other sources (i.e. UPAC, UPUA, GSA, ARHS, academic units, corporate/community sponsors, etc.), the proposal **MUST** include a breakdown of the anticipated funding source for each expense.
   
   h. **Program Marketing Plan**
      
      (methods, materials, design samples, timeline, etc.)
   
   i. **List of Other Program Co-Sponsors/Collaborators** (past and/or present)
      
      (student organizations, campus units/departments, community organizations, etc.)

3. Submit the Student Organization Officer Information Sheet, Program Co-Sponsorship Request form, and Co-Sponsorship Proposal to Kristen Wong, Assistant Director (014 HUB-Robeson Center) no later than 2:00pm on the proposal due date (see page 2 of this packet).
This form must be complete at the time of proposal submission.

### President

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<tr>
<th>Name</th>
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### Vice President

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### Secretary

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### Treasurer

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### Advisor

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### Proposal Contact Person

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<tr>
<th>Name</th>
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</table>
**Program Co-Sponsorship Request Form**

**Co-Sponsorship Request**  
*(select ONLY ONE (1) option)*

- □ Monetary Award  
  Requested Amount: $__________  
  *(maximum award amount: $200.00)*

- □ Heritage Hall Half Waiver

- □ Heritage Hall Full Waiver

**Program Information**

Program Name: 
Program Date: 
Program Start Time: am / pm  
Program End Time: am / pm  
Program Location:  
Expected # of Attendees: 
Admission/Ticket Charge:  
  □ Yes  
  □ No  
  *(Cost Per Ticket: $__________)*

**Proposal Contact Person Information**

Name: 
Position in Organization: 
E-Mail Address: @ psu.edu  
Phone #: 

**Organization Information**

Organization Name: 
Office Space/Address: 
ASA Account #:  
# of Active Members:
PAUL ROBESON CULTURAL CENTER (PRCC)
2013-2014
Student Organization Program Co-Sponsorship

**Speaker/Performing Artist Fees**
(a copy of receipt or price quote must be attached)

Speaker/Performing Artist Name: [Name]
Contracted Amount: $[Amount]

Speaker/Performing Artist Name: [Name]
Contracted Amount: $[Amount]

**Transportation Expenses**
(a copy of receipt or price quote must be attached)

Carrier Name:

Air/Bus Cost: $

# of Miles Driven on Personal Vehicle:
(for mileage reimbursement only)

**Lodging Expenses**
(a copy of receipt or price quote must be attached)

Hotel Name:

Cost of Room (including tax): $

# of Nights:

# of Rooms:

Total Cost: $

**Food Expenses**
(a copy of receipt or price quote must be attached)

Description of Food Served:

Cost Per Person: $

# of Expected Persons:

Total Cost: $

**Remember:**
All outside caterers/vendors must be on the Penn State University approved catering list. The list is located at: [http://guru.psu.edu/risk/caterers](http://guru.psu.edu/risk/caterers).
PAUL ROBESON CULTURAL CENTER (PRCC)  
2013-2014  
Student Organization Program Co-Sponsorship

**Facility & Equipment Expenses**  
*a copy of reservation confirmation and/or equipment receipt or price quote must be attached*

Location:

Reservation Start Time: am / pm  
Reservation End Time: am / pm  

Facility Rental Cost: $

Equipment Needs (audio/visual, tables, chairs, etc):

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<th>Item Description</th>
<th>Cost: $</th>
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**Remember:**  
All outside audio/sound equipment must be on the Penn State University approved entertainment list. The list is located at: [http://guru.psu.edu/risk/entertainment](http://guru.psu.edu/risk/entertainment).

For all other risk management requirements, visit [http://guru.psu.edu/risk](http://guru.psu.edu/risk).

**Questions?**

Contact: Kristen Wong, Assistant Director  
Paul Robeson Cultural Center  
014 HUB-Robeson Center  
(814) 865-5687  
[knw3@psu.edu](mailto:knw3@psu.edu)