



2007-2008 Campus Activity Board (CAB) Funding Application

All applications must be typed or printed legibly in ink or application will be returned.

Applicant Information

Applicant Name: Sophia Morey

Applicant Phone (512) 555-1234

Applicant Email: smores@hotmail.com

Type of Application

Recognized Student Life Club _____

xxx Individual ACC Student, ID# 1234568

Co-sponsored (Must be Faculty/Staff of ACC)

Event Date: 8/28-11/12 2008 **Funding Request:** \$900

Timeline Checklist

- | | | | |
|----------------------|--------------------------|----------------------------------------------------------------------|---------------------------------|
| ASAP | <input type="checkbox"/> | Contact SL coordinator for appointment to review application process | |
| 8 weeks prior | <input type="checkbox"/> | Meet with SL coordinator to review application process | Date/[Initial]: ___/___/___ [] |
| 6 weeks prior | <input type="checkbox"/> | Submit completed application to Student Life | Date/[Initial]: ___/___/___ [] |

- | Yes | N/A | |
|--------------------------|--------------------------|-------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Application completed, including signatures, attached |
| <input type="checkbox"/> | <input type="checkbox"/> | Facilities and Operations Form completed, attached |
| <input type="checkbox"/> | <input type="checkbox"/> | Media Request Form completed, attached |
| <input type="checkbox"/> | <input type="checkbox"/> | Travel Packet completed, attached |

-
- | | | |
|--------------------------|--------------------------|-----------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Funding requests(Please attach vendor quotes and check which is applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | T-Shirts |
| <input type="checkbox"/> | <input type="checkbox"/> | Promotional Items |
| <input type="checkbox"/> | <input type="checkbox"/> | Fliers and Posters |
| <input type="checkbox"/> | <input type="checkbox"/> | Banners |
| <input type="checkbox"/> | <input type="checkbox"/> | Catering |
| xx | <input type="checkbox"/> | Other: <u>program-related expenses for ACC study abroad</u> |

Week of CAB meeting, no later than:

- | | | | |
|--------------|--------------------------|-------------------------------------------------------------|---------------------------------|
| Tues. | <input type="checkbox"/> | Completed application submitted to CAB advisor | Date/[Initial]: ___/___/___ [] |
| | <input type="checkbox"/> | Application submitted to CAB executive assistant for review | Date/[Initial]: ___/___/___ [] |
| Wed. | <input type="checkbox"/> | Applicants informed of application status, CAB presentation | Date/[Initial]: ___/___/___ [] |

CAB Dates and Deadlines *Presentation appointments assigned by CAB*

- | | | |
|-----------------------------|--------------------------------|-------------------------------|
| Events after Nov. 30 | Submit by Oct. 15, 5 p.m..... | Present on Oct. 19, 3-4 p.m. |
| Events after Dec. 21 | Submit by Nov. 5, 5 p.m. | Present on Nov. 9, 3-4 p.m. |
| Events after Jan. 11..... | Submit by Nov. 26, 5 p.m. | Present on Nov. 30, 3-4 p.m. |
| Events after Jan. 18..... | Submit by Dec. 3, 5 p.m. | Present on Dec. 7, 3-4 p.m. |
| Events after Mar. 14..... | Submit by Jan. 28, 5 p.m..... | Present on Feb. 1, 3-4 p.m. |
| Events after Mar. 21 | Submit by Feb. 4, 5 p.m..... | Present on Feb. 8, 3-4 p.m. |
| Events after April 11 | Submit by Feb. 25, 5 p.m..... | Present on Feb. 29, 3-4 p.m. |
| Events after May 9..... | Submit by Mar. 24, 5 p.m. | Present on Mar. 28, 3-4 p.m. |
| Events after May 16..... | Submit by Mar. 30, 5 p.m. | Present on April 4, 3-4 p.m. |
| Events after May 23..... | Submit by April 7, 5 p.m..... | Present on April 11, 3-4 p.m. |

Student Life Use Only

CAB Presentation Date, Time: ___/___/___ : AM/PM

Date [Initial]: ___/___ []

Funding: Approved, Amount: \$ _____

Declined, Reason: _____

Program/Event Information

Name of Program FCC Study Abroad - Latin American Studies in Santa Lucia, Argentina

Date and Time 8/28-11/12 2008 Location Santa Lucia, Argentina

Attendance Goal (how many students do you expect) _____

Target Audience (i.e. faculty, specific student demographic) _____

**Attach completed ACC Request for Facility and Operations Form*

**If event requires media equipment, please complete and submit campus Media Request Form*

What is the area(s) of focus? Check all that apply.

- Special event (social, educational, community service, recognition etc.)
- Cultural (events celebrating specific communities)
- Leadership (lecture series, conferences, speakers, etc.)
- Professional development (conference, workshops, mentoring etc.)
- Marketing (T-shirts, banners, etc.)

Please attach a proposal letter, addressing the following:

- Describe program/event and its goals.
- Describe club/group mission, and how it relates to the event.
- Describe benefit(s) applicant, participants, and the ACC community will gain as a result of the event. (ex. cultural enrichment)
- Describe collaboration efforts with the ACC student body, faculty, staff, and/or ACC departmental offices.
- Describe what the funding will be used for and why it is necessary.

NOTE: All applicants must present in person at the assigned CAB meeting to be considered for funding

After every program, an event summary and participation evaluations must be completed and turned into CAB

Club Advisor Review (individuals need Student Life Review)

By signing below, I certify that I have reviewed and support the following CAB funding request.

Name _____

Signature _____

Phone _____ Email _____

Club President/Chair Review

By signing below, I certify that I have reviewed and support the following CAB funding request.

Name _____

Signature _____

Phone _____ Email _____

This letter must be signed by Ellen Aoki or Giancarlo Taylor of the International Programs Office before you submit the CAB application.

Dear CAB Members,

Thank you for considering _____ as a viable candidate
(applicants name)

for funding from the Campus Activity Board.

I am writing to confirm that _____ has been accepted
(applicants name)
into the _____ study abroad program for
(study abroad program name)
the summer of 2008.

Please the International Programs Office at (512) 223-7114 if you have any questions.

Sincerely,

(International Programs Staff Signature)

Conference Information

Name of Conference Please see attached information packet. _____

Date and Time _____ Location _____

Target Conference Audience _____

**Attach all conference information, example: agenda and information*

**Complete travel packet*

What is the area(s) of focus? Check all that apply.

- Special event (social, educational, community service, recognition etc.)
- Cultural (events celebrating specific communities)
- Leadership (lecture series, conferences, speakers, etc.)
- Professional development (conference, workshops, mentoring etc.)
- Travel: Please review and complete and attach travel form

Please attach a proposal letter, addressing the following:

- Describe focus of conference.
- Describe club/group mission and how it relates to the conference.
- Describe benefit(s) applicant, participants, and the ACC community will gain as a result of the conference. (ex. group will learn leadership skills that they will also be able to give back to ACC)
- Describe collaboration efforts with the ACC student body, faculty, staff, and/or ACC departmental offices.
- Describe what the funding will be used for and why it is necessary.

NOTE: After every conference, an event summary and participation evaluations must be completed and turned into CAB

Student Life Review

By signing below, I certify that I have reviewed and support the following CAB funding request.

Name _____

Signature _____

Phone _____ Email _____

At this time, information and prices are subject to change.

CHINA



B u s i n e s s S t u d i e s

Join ACC faculty member Reed Peoples on a study abroad program to China. Gain insight into the economy, government and culture of China by traveling to Beijing, Xian and Shanghai.

course information

Earn credit for BUSG 1191 1 over Spring Break! Students will travel to China on a structured tour, which will include periodic classes, lectures, museum tours, and various cultural visits. Students will be responsible for keeping a journal and writing a reflection paper at the end of the study abroad class. There will be 4 classes prior to traveling to China, to include lectures on Chinese culture, government, history and language with a special emphasis in all four classes on the economy of Modern China and its relationship to the US economy.

Apply by November 21, 2008. Students will be accepted on a first-come, first-served basis.

program fee

\$2950 INCLUDES

- Roundtrip flight
- Meals
- 4-star Accommodations
- Buses
- Entrance Fees
- Tour Guides
- Lecture Fees
- Soft-sleeping train from Beijing to Xian
- Economy class flight from Xian to Shanghai

DOES NOT INCLUDE

- Personal expenses
- ACC Tuition/Fees

itinerary

DAY 1: Depart Austin to Beijing.

DAY 2: Arrive in Beijing in the late afternoon

DAY 3: Tiananmen Square, Forbidden City, Hutong Local Residential Tour, Temple Heaven, Peking Duck Restaurant.

DAY 4: Excursion to the Great Wall, Summer Palace, Acrobatics Show in the evening

DAY 5: Morning lecture on Chinese Culture– Afternoon lecture on Social Change

in China. Overnight train to Xian– Sleeping on Train.

DAY 6: Excursion to Terra-Cotta Warriors Museum, Old City Wall and Bell Tower. Chinese Dumpling Banquet with Cultural Show.

DAY 7: Morning Lecture on Chinese History. Afternoon at the Shaanxi Provincial History Museum.

DAY 8: Fly to Shanghai in the morning.

Lecture on Chinese economy. Visit Pudong New Economic Development Area.

DAY 9: City Tour in Shanghai: Old Town and U garden, Shanghai Museum, Nanjing Road, Shanghai Bund and Boat Cruise on the Yangtze River in the evening.

DAY 10: Excursion to Suzhou an Ancient Garedn City nearby Shanghai. Visit Liu Yuan Garden, Old town, Boat Cruise on the Grand Canal.

DAY 11: Depart Shanghai back to Austin.

information and applications

CONTACT: Giancarlo Taylor, Business Studies in China Program Coordinator

PHONE: 512.223.7689

EMAIL: gtaylor2@austincc.edu

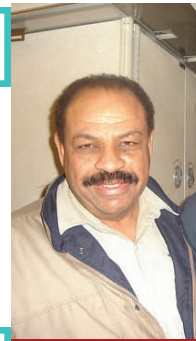
WEB: www.austincc.edu/intstudy

CHINA



meals

Full course meals will be served family-style. All food will be Chinese, and participants will eat together as a group in restaurants. Students must learn to use chop-sticks and be adventurous to try new foods. Students will be expected to be present during meal times as a courtesy to our Chinese hosts, although students are not required to “clean their plates”.



**Dr.
Reed
Peoples**

Dr. Reed Peoples is a Business and Accounting instructor at ACC. Dr. Peoples has led two previous groups from ACC to China, one in 2007 and another in 2008. Dr. Peoples believes that these programs are an excellent way for students to get a grasp on the growing influence China has on the United States and our economy, government, culture and business practices.

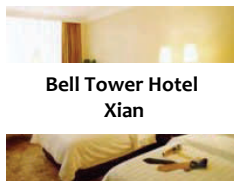
Study Abroad Instructor

accommodations

Stay in 4-star hotels throughout the tour! Participants will share a room with another ACC student.



**Jiang Xi Grand Hotel
Beijing**



**Bell Tower Hotel
Xian**

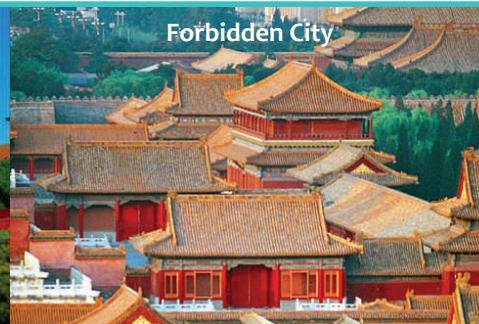


**Radisson Lansheng Hotel
Shanghai**

highlights



Tiananmen Square



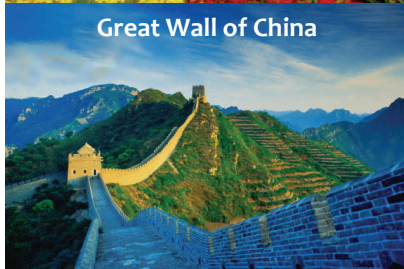
Forbidden City



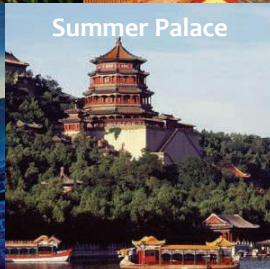
Aerobatics Show



Silk Market



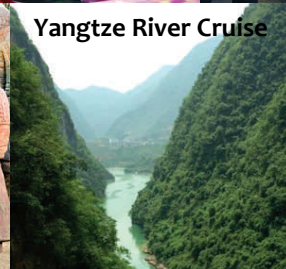
Great Wall of China



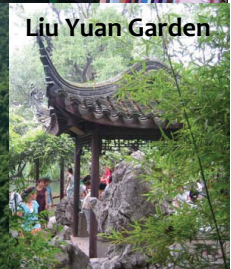
Summer Palace



Terracotta Warriors



Yangtze River Cruise



Liu Yuan Garden

funding

ACC Board of Trustees Study Abroad Scholarships

ACC Board of Trustees awarded \$50,000 in Study Abroad Scholarships to participants for the Spring/Summer of 2008. Scholarships are \$1,000 and can be used towards any program-related expense. Visit www.austincc.edu/intstudy for more information and an application. Deadline 11/21/2008

Campus Activity Board Funding

CAB awarded over \$10,000 last year to study abroad students. CAB provides funding for travel opportunities that enhance the cultural and intellectual lives of students. Visit www.austincc.edu/intstudy for info and an application. Apply ASAP. Funding is limited.



What's Included in the Program

What does the Program Fee include?

- The \$2950 includes:
- Roundtrip group flight from Austin to China
- Breakfasts, Lunches, Dinners
- Double Occupancy Rooms in 4-star hotels
- Buses
- Entrance Fees
- Tour Guides
- Lecture Fees
- Soft-sleeping train from Beijing to Xian
- Economy class flight from Xian to Shanghai.

What does ACC provide me at no extra cost?

- International Programs staff support
- Pre-departure orientation sessions (Four required meetings before departure to China)
- International Support Services and Emergency Assistance

What does International Support Services and Emergency Assistance Include?

- 24-hour international helpline
- emergency evacuation and repatriation
- medical network references
- crisis management and emergency response

What's Not Included

- ACC tuition
- Any books, materials needed for the Business course.
- Any personal expenses

What will I pay for tuition and fees?

In-district students will pay approximately \$54. Out-of-district students will pay approximately \$142.

Group Travel

How does group travel work?

ACC will work with an airline to reserve seats for program participants on a single flight.

Can I request to be seated with my friend on the group flight?

Seats are assigned by the airline upon check-in.

Can I earn frequent flier miles?

This depends on the policy of the airline.

Are the tickets refundable?

No. All airline tickets purchased for this program are purchased in bulk and are non-refundable, non-transferable tickets.

What airline does ACC use?

ACC's priority is booking both a low fare and convenient flight schedule. In the past, we've generally booked flights with American, Continental, Delta, and United. However, we are not limited to these airlines.

Will we have direct flights?

We try to obtain the most direct route to Beijing from Austin. Generally flights from Austin connect in San Francisco, Los Angeles or Seattle before making the trans-Pacific flight. The flight to Beijing is 14 hours long.

Accommodations

Hotel rooms will be double occupancy in four star hotels. Room-mates will be assigned by Dr. Peoples based on gender and interests.

Can I request a specific roommate?

Yes, please submit roommate requests to the International Programs Office with your application or as soon as possible thereafter.

Can I share a room with someone of the opposite sex?

No. If you are traveling with your spouse, then we will make an exception to this rule.

Passports and visas

Am I responsible for obtaining my passport?

Yes, students are responsible for obtaining their own passports. Students should submit a copy of their passport or a copy of the completed passport application with the program application.

How can I get a passport?

You must fill out a passport application and bring it along with a certified birth certificate, two passport photos, and fee to a passport acceptance facility. Passport acceptance facilities include most U.S. Post Offices and also the International Office: Passport & ID Services at UT-Austin. Visit www.travel.state.gov for a passport application. Typical passport processing times are 3-6 weeks.

Do I need a visa for China?

Yes, U.S. citizens will need a visa to enter China. Please contact the International Programs Office for more information.

Insurance

Do I need to obtain insurance to go abroad?

Participants must have some type of international coverage. There are three basic options: 1) purchase a \$22 International Student ID Card (ISIC), which provides basic medical coverage while abroad. 2) check with their current insurance provider for information on out-of-area/overseas coverage 3) visit www.hthstudents.com to sign up for temporary international coverage. Proof of insurance is required with the program application. 4) Other insurance options are available. Please visit our office on the 5th floor of the Highland Business Center, 5930 Middle Fiskville Road, Austin, Texas 78752

Course

How many credits can I earn?

1 ACC Business credit

Who is teaching the course?

ACC faculty member Reed Peoples will be leading the course

Cell Phones

Internet and calling cards are the most economical options for communication with friends and family back home. There will also be options for calling the USA from China at all the hotels.

Will my cell phone work in China?

Check with your service provider. International rates and roaming charges may apply. Generally cell phones from the USA will not work unless you have a phone specifically programmed to do so. Cell phones can be purchased in China, although we recommend you use the hotel phones with phone card as that is the least expensive way to phone home.

Payment

The program fee is due upon acceptance into the program. Payment in full for the program is due January 23, 2009. Late payments are not accepted due to the close departure date.

When do I register for the course itself?

The International Programs Office will register students for the course during regular registra-

tion times. Tuition/fees are due by Friday of the week in which the student is registered.

Refund Policy

\$500 program deposit is non-refundable, unless a student is not accepted into the program.

Pre-Departure

If a student withdraws prior to departure, the student is responsible for all costs that are non-recoverable. Non-recoverable costs may include non-refundable airline tickets, deposits, costs paid to the host institution, housing costs, and other costs that occur as a result of the student's withdrawal.

Any costs recovered will be returned to the student, less any amount to be applied if he/she has an outstanding balance with ACC. All refund checks are mailed 2-6 weeks after the request has been processed.

Post-Departure

If a student withdraws from or is released from the program while abroad, all costs are non-refundable.

ACC Board of Trustees Study Abroad Scholarship

Scholarship is for the amount of \$1,000.

Withdrawal or Involuntary Drops

If a student withdraws from or is released from the program at any time, the student must return the full amount of the scholarship to ACC. If the student fails to do so, disciplinary action will follow.

Program and Scholarship Applications

Applications can be downloaded at www.austincc.edu/intstudy or picked up at the International Programs Office at HBC #513, 5930 Middle Fiskville Road.

The Business Studies in China Program Coordinator is Giancarlo Taylor. Please contact him with any questions at: 512.223.7689 or gtaylor2@austincc.edu

Vendor Information for Requesting Quotes

T-Shirts (SRI)

Contact: Nicki

512.388.4989

Address: 2303 Co. Rd 172, Round Rock, TX 78681

Website: nicki@srimonogramming.com

Fax: 512.388.2986

Promotional Items (onepromo.com)

Contact: Lisa

512.586.7363

Website: Lisa@onepromo.com

Fax: 512.233.5990 (May be reached until 7 p.m.)

Fliers and Posters (Kinkos)

Contact: nearest location for more information

Website: www.fedexkinkos.com

Banners (Banner Sign Graphics)

Contact: Debbie

512.458.5348

Address: 630 Canion St. Austin, TX 78752

Website: Debbie@bannersigngraphics.com

Fax: 512.458.6760

Catering (ACC vendors only)

www.austincc.edu/purchase/catering.php (only from ACC network)

Projected Budget Summary

Expenses *

List all expenses Please see attached budget.

	Amount
Food _____	\$ _____
Printing _____	\$ _____
Decorations _____	\$ _____
Facility rental _____	\$ _____
Special equipment** _____	\$ _____
Lodging _____	\$ _____
Speaker fee _____	\$ _____
Prizes _____	\$ _____
Transportation _____	\$ _____
Registration fees _____	\$ _____
Other expenses _____	\$ _____
Total Expenses _____	\$ _____

Revenue

List all sources of income for this event/project (e.g. Admission Fee, dues, donations, etc.):

Source	Amount
<u>Please see attached budget.</u> _____	\$ _____
_____	\$ _____
_____	\$ _____
Total Revenue _____	\$ _____

Fund-raisers

List all fund-raiser events and amount raised:

Fund-raiser	Amount
_____	\$ _____
_____	\$ _____
Total Fund-raisers _____ 1	\$ _____

BALANCE (Expenses - Revenue/Fund-raiser) **\$ _____ 1,865**

Amount requesting from CAB **\$ _____ 900**

*Attach Itemized Budget

**Attach completed media request if needed

NOTE: After every event an actual financial report should be turned into CA

Projected Budget Summary

Expenses		
<i>Expenses</i>	<i>Notes</i>	<i>Amount</i>
Study abroad program fee	This fee includes: <i>Accommodations, breakfasts, dinners, local transportation, local guides and coordinator fees, weekend excursion, museum fees, general fee that covers some instructor expenses</i>	\$ 1,325
Airfare:	<i>Roundtrip airfare from Austin to Buenos Aires</i>	\$ 1,300
Meals:	<i>Lunches (3.5 months, \$2.50 per lunch)</i>	\$ 263
Class field trips:	<i>Optional trip to Mar de la Plata</i>	\$ 200
Local transportation:	<i>Roundtrip bus fare is \$1.00, x 105 days</i>	\$ 105
Class materials	<i>N/A</i>	\$
Tuition	<i>15 credit hours</i>	\$ 750
Books	<i>Will borrow from the LAS department</i>	\$
Other	<i>Basic Student International Health Insurance</i>	\$ 22
Total Expenses		\$ 3,965

Projected Budget Summary p. 2

Revenue

List all sources of income for this program

Source 1

\$ 600

Part-time job at
Beebob's BBQ

I work 18 hours a week as a waitress. I usually
earn about 9 dollars in tips, and have been
able to put aside about 25% for program
expenses.

Source 2

\$ 1500

International
Education
Scholarship

I was awarded a \$500 dollar scholarship from
FCC's scholarship fund.

Source 3

\$0

N/A

Comments:

Total revenue

\$ 2100

Balance (Expenses minus revenue)

\$ 1,865

Amount requesting from CAB

\$ 900

What to Include in your Proposal Letter

- Club name
- Club mission
- Event purpose
- Event description
- Event date, time, location
- Funding amount
- Funding description

Sample Proposal Letter

September 17, 2007

CAB Board Members,

Introduce yourself

Introduce the study abroad program

Introduce the expenses related to the program and what you have done so far to pay for these expenses

Explain how funding from CAB will help you participate in the program

Thank Cab for their time and consideration.

Sincerely,

Name
Student/Club/Organization
Phone
Email

February 6, 2008

Dear Campus Activity Board Members,

My name is Sophia Morey, and I am a first-year student at Franklin Community College. This semester I officially became a Foreign Languages major, and upon my graduation in 2009, I hope to work as an interpreter for a non-government organization in Central or South America.

Comment [ACC1]: Introduces herself

A couple of months ago, I became aware that Franklin Community College offers its students the opportunity to study abroad through programs organized by its International Education Office. This year, the International Education Office is offering 12 semester-long programs in 8 countries around the world. Students will earn FCC credit for these study abroad courses. I am so excited about the program I have decided to participate in: Latin American Studies in Santa Lucia, Argentina.

Comment [ACC2]: About the study abroad programs; about the program she selected

The LAS program in Argentina takes place during the Fall semester of 2008 and will enable me to earn 15 credits. While abroad, I will be in class four times a week and go on faculty-led field trips every Friday and Saturday. The International Education Office will also be coordinating homestays, excursions, and volunteer opportunities for the participants. It is going to be great!

Comment [ACC3]: Specifics about the program she chose

I chose the LAS program because it will enable me to improve my Spanish skills in a short amount of time and also to experience a Latin American culture first-hand, something which would be impossible in a typical classroom setting. I am thrilled at the idea of improving my reading, writing, and speaking skills in non-traditional ways: interacting with the locals in Santa Lucia, traveling to Iguazu Falls as one of the program excursions, and teaching basic English to seven-year old native Spanish-speakers. There is so much to learn and experience, and I cannot wait.

Comment [ACC4]: Some examples of how she will benefit

While I am in Argentina, I will essentially be a representative of Franklin Community College, and will strive to show the intelligence, creativity, and tolerance that FCC students possess. When I return to FCC, I will add to the diversity of the student body through the knowledge and experience that I acquired while in Argentina.

Comment [ACC5]: She explains how FCC will benefit from her going abroad

I have been working part-time as a waitress at Beebob's BBQ, and have saved enough money to pay for most of the \$1,500 program fee. I would like to request financial assistance in the amount of \$1,000 to pay for the remainder of the fee and for the \$700 roundtrip airfare to Argentina.

Comment [ACC6]: She explains what she's done to save money, and what she needs, and what it is for.

In an increasingly globalized world, it is crucial to have international experience and exposure. It has always been my dream to study abroad, and I hope it will soon be a reality. Thank you so much for your time and consideration. Please contact me if you have questions. I hope to meet with you all soon.

Comment [ACC7]: Closes with one of many examples of the importance of studying abroad

Sincerely,
Sophia Morey

Comment [ACC8]: She remembers her Ps and Qs!!