Is there a multi-cultural activity/professional speaker you would like to bring to campus? The Cypress College Diversity Committee wishes to make this request and approval process as easy and expeditious as possible, yet meet district, state and federal requirements. **Before you begin, review reimbursement requirements and deadlines on the application carefully.** To obtain the Speaker/Presentation Funding Application form, or if you have any questions or concerns about this process, please contact Gina Marrocco at Ext. 47049 or e-mail her at gmarrocco@CypressCollege.edu.

1. **Timeline:** Requests must be made early enough for review and approval by all parties concerned before the event occurs or any expense is incurred. The Speaker/Presentation Funding Application form must be approved prior to the event.

2. If you are receiving any funding from other sources and/or grants, such as the Legacy Program, Puente, Associated Students, Foundation or Title V, indicate that on the form.

3. **Only complete, typed applications will be processed.** Applications must reflect the desire to promote cultural understanding and to benefit students (either directly or indirectly).

4. **Applicant:**
   - Complete the application.
   - Print one copy and give it to your division dean/immediate supervisor to sign.

5. **Division dean/immediate supervisor:**
   - Sign and date the printed copy, with a recommendation for approval (including notation regarding budget allocation).
   - Make two copies and send along with the original signed document to the International Students Program Office.

6. **Student applications** will be submitted to Paul Bottiaux at Student Activities (ext. 47352). Paul will sign and date the application and submit it to the Diversity Committee.

7. **Application deadline:** All three (3) copies must be submitted by October 12, 2011. Requests for additional funding received after a funding proposal deadline will be held for the next review. Another call for proposals will be announced at a later date if funding is available.

8. The Diversity Committee will notify the applicant and the division/department when a request has been approved, and further instructions will be provided.

9. The speaker/presenter must have a social security number (SSN) or tax identification number (TIN) in order to receive payment.
10. Diversity Committee Mission Statement, goals and annual theme are below.

**MISSION STATEMENT**

Cypress College is dedicated to fostering diversity among its students, employees and community by cultivating and promoting inclusiveness, awareness, and acceptance. We are devoted to celebrating all differences by creating a campus climate that is welcoming and engaging. Our goal is to promote diversity and encourage participation, interaction and understanding in an ever increasing pluralistic society.

**GOALS**

The Diversity Committee will:

A. Engage faculty, staff, and students to support and promote diversity

- Support, coordinate, or implement programs, seminars and workshops district-wide that explore diversity issues for faculty, staff, and students
- Continue to support and promote the infusion of diversity into the curriculum
- Participate and collaborate with the growth of the District Diversity Committee in promoting its mission and assisting with its growth

B. Review hiring, recruitment, and retention as it relates to diversity.

- Review and ensure that hiring and recruitment are publicized via diverse list serves, newspapers, and district/statewide websites
- Advocate that job announcements and recruitment materials reflect and support diversity
- Support and advocate for an environment that facilitates retention of diverse faculty, staff, and management

C. Provide a mechanism for information dissemination to the college community

- Review advertising materials and publications to ensure they reflect and support diversity
- Communicate issues pertaining to diversity on district-wide level via electronic media, website, and newsletter

D. Constructively respond to diversity issues at the College

- Address issues that surface in the campus climate and student satisfaction surveys and participate in the development of action plans to address issues/concerns
- Address current sensitive/diversity issues on campus

**ANNUAL THEME**

*Empowering King’s Dream*