

U N I V E R S I T Y
HONORS COLLEGE

POLICIES AND GUIDELINES

- The University of Pittsburgh and the University Honors College are committed to the policy that all persons shall have equal access to programs, facilities, and employment without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, marital status, veteran status, or genetics. Funding will only be awarded to programs that adhere to this policy.
- Applications must be submitted at least 10 weeks before the event or program start date. Applications will be reviewed within 2 weeks of submission
- Programs cannot duplicate programs that other student groups or departments offer.
- Standard budget is for a maximum of 100 undergraduate students to attend the event. If the event is intended to host more students, please include an explanation in your proposal. For sustainable groups, 15 undergraduate students is the maximum.
- Funding will not be used for stipends or prizes for hosts, planners, or attendees.
- Alcohol is **strictly prohibited** at these events.
- Funded programs should acknowledge the University Honors College and the Programming Grant in advertising, publications or programs.
- Funding is not available to student groups who receive funding through SORC
- Information regarding grant application status will be sent by e-mail. Correspondence will contain your application number, generated by Lauren. The e-mail address provided on the application will be the e-mail that is used in all correspondence. Ensure the accuracy of this e-mail.
- Funding is awarded solely on the content of the application.
- Funding is limited. Applications will no longer be accepted when all of the funding has been exhausted for the fiscal year.
- Supplies (ex. Studio arts event) will be funded within reason
- Food will be funded within reason. Food will be funded if it directly relates to the program.
- All meetings/events require an attendance sheet. ORIGINAL RECEIPTS are also required for all panther funds, expenditures or purchases made on personal credit cards.
- to be turned in related to panther funds cards or purchases made on personal credit cards related to the program. Lauren will go over those details when applicable.
- Sustainable book clubs: The UHC will only fund 2 books clubs per academic year. Book clubs are chosen on a first-come, first-serve basis. Book clubs will receive only 1 book per semester. Books are the property of the UHC and must be returned at the end of the semester. Books must be labeled and numbered. Book clubs are required to reapply every academic year.

- Groups who intend to analyze works of literature are NOT considered book clubs – group leaders and Lauren will work to discuss how many copies of various books are acceptable.
- Lauren DelSignore, Karen Billingsley, and Dean Primack reserve the right to make exceptions to the policies and guidelines.
- Failure to comply with these policies or policies adopted after event approved will result in the cancelation of the UHC sponsorship of the event. If appropriate, judicial action will be taken.
- Students and their programs are required to follow the student code of conduct set forth by the University of Pittsburgh, their home school, and any other separate codes that may be applicable to campus life.

EVALUATION

- All programs/initiatives/book clubs/groups will need to present Lauren with an evaluation during the post event meeting.
 - For programs/initiatives, there is an evaluation form that should be completed and e-mailed to Lauren at least 3 days before the post-event meeting.
 - There are two options for the evaluation for book clubs.
 - Option A. Invite a faculty member to the final meeting to assist with analyzing the book and write a short paragraph detailing the value of having an expert there.
 - Option B. The group works together to write an academic essay/description about the discussions and conclusion that were made during the semester.
 - Lauren will work with groups who are analyzing various works of literature to discuss what is appropriate in terms of the evaluation format.
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If your application has been accepted, Lauren DelSignore is your main point of contact. Lauren can assist with:

- Publishing information for event
- Establishing connections and networks
- Answer questions and provide feedback
- Assist with marketing and promotion ideas
- Coordinate room availability, catering, or any other needs for the event
- Address problems as they arise
- Follow up on deadlines