

## **BC in the City Co-curricular Program**

The Division of Student Affairs is committed to providing and facilitating opportunities for meaningful experiences for students to engage with faculty, staff and students. In support of the mission of the college in developing knowledgeable students who are engaged in the life of the college, the BC in the City Co-Curricular Program provides the opportunity for faculty and students to engage in learning experiences outside the classroom and off campus. Such experiences may include activities such as conferences, cultural trips, and volunteer opportunities. Participation in these experiences compliments the work that students learn in the classroom while furthering their personal and professional growth and development.

To ensure that funding is distributed effectively, equitably and in an inclusive manner, all program proposals will be reviewed and evaluated on the basis of the impact that the program will have on currently registered Brooklyn College students in terms of planning and participation in addition to the stated criteria.

### CRITERIA

- Funding is available for new and existing programs with special attention toward innovative and intellectually creative programs and events.
- Funding is available for programs occurring in the fall and spring semesters as well as the winter intercession. Funds may be provided in the summer based on availability.
- If a faculty member is sponsoring the program, a signature from the Department Head of the faculty member making the request must be submitted along with the request.
- If an academic department or program is sponsoring the program, a signature from the Dean of that school must be submitted along with the request.
- The funds must be used to support programs, activities, events, or projects that directly support or engage the student population.
- All participating students must be currently registered at Brooklyn College.
- Programs should be broad-based and engaging to attract the interest of the larger College Community.
- Programs must provide opportunities for faculty and students to engage in both formal and informal settings.
- Program proposals must articulate measurable learning outcomes and an assessment plan.

### GUIDELINES

- All requests must be made by a current faculty member at Brooklyn College.
- Requests will be reviewed on a first come, first served basis and awarding of funds will continue until the budget is exhausted.
- A detailed and itemized budget must be attached along with proof of estimated costs.
- All applications should specify other funding sources, both internal and external to the College, with amounts granted and specific services or items already funded.
- Full funding may not be granted for any program or activity.

- Requests for funding may be denied if the details of the program are not fully developed and/or articulated.
- The sponsoring faculty/department must take responsibility for programming, planning, advertising, and assessment.
- The individual or department submitting this application will be held accountable for spending the funds as outlined in the request.
- No additional student activity fee funds can be used from sources such as student government or student clubs and organizations.
- If travel is required, arrangements must be made at least (4) weeks in advance. It is expected that in order to justify the cost of the bus that at least 80-85% of the total capacity of the bus must be filled.
- Bus transportation to locations within the New York City area is generally NOT provided.
- BC in the City must be included in all forms of promotion and advertising.
- For group specific events, a list of names, EMPLIDs and email addresses of participants must be submitted along with the request.
- All completed student evaluations and final expense report must be submitted no later than seven days after the completion of the event. Failure to do so may result in ineligibility for future funding and/or reimbursement.
- Programs are to be submitted at minimum of (4) weeks prior to the program date. Late submissions will not be accepted.
- Incomplete applications will not be considered.
- Handwritten applications will not be considered.
- Proposals must be submitted utilizing the BC in the City Request Form.

#### PROCESSES AND PROCEDURES

- Once the proposal is accepted, a payment method will be confirmed with the Division of Student Affairs.
- The Division of Student Affairs, upon receipt of the approved co-curricular request, will prepare the check request, purchase tickets and/or make arrangements for transportation.
- Students may be expected to contribute toward the cost to extend the budget and to hold the students accountable. Student contributions will be managed by the Division of Student Affairs.
- The faculty member or their designee will notify students what they will need to bring when the outing is a bus trip. Sample items are as follows: lunch, proof of payment, any additional fees depending on the trip, and spending money.
- Tickets for theatre productions must be ordered by the Division of Student Affairs.
- Any unused tickets may be made available at least one week prior to the event.
- It is generally not necessary for a faculty member to utilize their personal funds if the co-curricular request is handled in a timely matter. Reimbursements will only be done for pre-approved expenses.

- The Division of Student Affairs will provide limited administrative support. The sponsoring faculty or department should assume primary responsibility for coordinating approved co-curricular programs.
- For students needing wheelchair accessibility/interpreters/dietary considerations please make special notation in your request. This is especially important for bus/theater tickets/museums.

#### SPECIAL CONSIDERATIONS

- Brooklyn Botanical Garden offers Brooklyn College employees and students free admission with a validated BC ID.
- Brooklyn Center for the Performing Arts offers discounts on most performances.
- Brooklyn Museum offers Brooklyn College employees and students free admission with a validated BC ID.
- Wildlife Conservation Society — Brooklyn College has signed up for the Wildlife Conservation Society's Online Discount Ticket Program. As a member of this program, you are now able to buy discounted tickets for the Bronx Zoo, Central Park Zoo and New York Aquarium.

#### DEADLINES

Requests will be reviewed on a first come, first served basis and awarding of funds will continue until the budget is exhausted. Requests for summer programs will not be reviewed until mid-spring semester. Completed request forms should be submitted to the Division of Student Affairs located in 2113 Boylan Hall.

If you have questions, contact Ron Jackson, Interim Vice President for Student Affairs/Dean of Students at [rcjackson@brooklyn.cuny.edu](mailto:rcjackson@brooklyn.cuny.edu) or 718.951.5352.