The Center for Graduate and Professional Diversity Initiatives  
Graduate Diversity Organization’s Collective (G-DOC)

MISSION STATEMENT

The Graduate Diversity Organization’s Collective (G-DOC) was established to promote a stronger sense of shared community amongst graduate student organizations and/or graduate student groups representing and/or working explicitly around diversity initiatives. The collective will be comprised of (but not restricted to) student organizations and/or groups representing diverse affinity groups and organizations working explicitly around diversity as it relates to graduate and professional students. In addition, the focus of G-DOC is to encourage greater collaboration in programming efforts. All member organizations within G-DOC will stand to benefit from collaborative intergroup planning, access to programming and development funds, and increased exposure for organizational events.

G-DOC will meet with CGD leadership on a regular basis and inform the leadership and the university administration of the needs of under-represented groups, including identification of the challenges such groups encounter. It will also advise the leadership of CGD regarding the kinds of programming and services necessary to enhance the intellectual and social life of under-represented graduate students at the University of Kentucky.

In short, G-DOC seeks to:

- Encourage collaboration and communication between diverse graduate student organizations
- Enhance the leadership experience for students
- Coordinate and encourage intergroup planning
- Provide financial support for diverse student programming and development
- Address the needs of under-represented groups
- Support and promote inclusivity among all students on campus

How to become a Member Organization of G-DOC:

If your organization or group caters to the needs of underrepresented minority students at the graduate and/or professional level; you have the option to register as a G-DOC Member Organization. Membership comes with leadership enhancement, networking engagements with other organizations, as well as, access to funding for programming and development opportunities.

STUDENT LIASONS

All student organization program sponsorship proposals will be reviewed and decided upon by the G-DOC, which has been designed to support our campus in achieving inclusive excellence and creating a graduate student leadership community around diversity.

PROPOSAL SUBMISSIONS & DEADLINES

All proposals must be submitted by the designated dates to be considered for monetary sponsorship which is up to $500 for an individual organization. To encourage collaboration, the G-DOC will award one-collaborative sponsorship of up to $2250 for up to three (3) organizations (up to $750 per organization).
THE GRADUATE DIVERSITY ORGANIZATIONS COLLECTIVE MEETINGS

The meeting times identified will include a space for organizations 1) to announce and promote their events, 2) to talk about diverse topics, bring diversity awareness, and support the UK community through diversity programming, 3) to collaborate, challenge, and support one another as they create a lasting impact on UK’s campus 4) to provide an opportunity for representatives to be a part of a voting process that dictates the allocation of diversity funding and lastly 5) to provide space for “potential” joint G-DOC event/programming

1. In order to present and receive funds, a representative from your organization must be present at 100% of the meetings listed above
2. A representative (or representatives) from your organization is/are required to attend the meeting where your proposal is to be discussed and a presentation from your representative(s) is/are required
3. Once a student represents an organization, they will represent that organization for the entire semester
4. Organizations are eligible for one allocation per year unless additional funds become available. If so, organizations may submit for a second allocation.
5. Once a student organization is approved for funding, they would need to setup a meeting with Tammy Gross, CGD Administrative Associate, (tammy.gross@uky.edu or 257-5196) within the first week of the month to talk about the funding details. This meeting must take place before the next G-DOC meeting to assure funding.
6. Member Organizations must agree to design, implement, and promote one joint G-DOC program per year (A representative from your organization is required to participate in the planning, implementation, and promotion of the joint G-DOC program.)
7. Organizations that do not uphold requirements will not be permitted to submit a proposal for the upcoming fall/spring term.

VOTING PROCESS

1. Voting will take place at the G-DOC meeting and one delegate from each organization can vote
2. Proposals are accepted by majority rule. CGD will intervene only in the case of a tie.

FUNDING PROCESS

1. Funding that can be allocated without up-front cost (i.e. paid directly from G-DOC funds) includes promotional items from Underground Printing, Southland Printing, and any other UK approved vendors, and performance artists that include but are not limited to lecture speakers, poets, singers, dancers, musical artists & DJ's
2. All other funding allocated will be reimbursed to the organization. In order to be reimbursed, receipts must be turned into CGD’s Administrative Associate (Tammy Gross) no later than one month after the event

CRITERIA FOR SUBMITTING A PROPOSAL & PRESENTATION FOR SPONSORSHIP

1. Must be a recognized student organization/group through the Graduate Diversity Organizations Collective (G-DOC)
2. The proposal and presentation should include name of student organization/group leaders along with telephone numbers and e-mail addresses. The attached sheets should be submitted with your proposal.
3. The program or activity must engage the campus community or result in a presentation of information to community (i.e., following a conference sponsorship)
4. A written proposal (with specific details below) is due no later than 12pm the day before the G-DOC monthly meeting. A copy of the proposal must be submitted electronically to CenterGPDi@uky.edu. The proposal will be printed and distributed to all students in attendance at the monthly G-DOC meeting by the CGD team.
5. A visual (i.e. PowerPoint, Prezi, etc.) & verbal presentation is presented at the monthly G-DOC meeting. Each group will be allotted 10 minutes for their presentation. Up to four presentations can be accepted each month.

PROPOSAL & PRESENTATION EVALUATION

Proposal & presentation will be evaluated on the following:

- Strength of program concept
- Program’s potential to meet student/campus interests/needs
- Program’s alignment with the mission of the Graduate Diversity Organization’s Collective
- Logistical strength of program (is there proper time to plan, are logistics well thought out, etc.)
1. Program/Event name

2. Date, Time, Location

3. Brief Description of program

4. Goal of Program/Alignment with G-DOC Mission

5. Target Audience of Program & Usefulness to campus

6. Detailed budget including other funding resources your organization will use and list of other organizations, co-sponsors involved

7. Brief outline of plan for marketing the program

8. Requested funding: financial or venue

**HOW TO WRITE A PROPOSAL & PREPARE PRESENTATION**

This outline is to provide guidance and to help you focus your request.

1. Summary of Program: In one or two paragraphs, clearly and concisely summarize your proposal.

2. Objective: State the specific objectives you hope to achieve.

3. Activities: Describe in detail the planned activities of your event.

4. Background: Give historical information about the event and the organization. Give information about the performers.

5. Budget: State the total amount requested for the event. Give a detailed budget line for each item.

6. Contractual Services: Include in your detailed budget any services that will be provided on a contract basis, including honoraria, rented or leased equipment, township fees, etc.

7. Other Grants: Include other grant amounts that you have received and/or requested from other campus organizations/units.
# REQUEST FOR PROGRAM FUNDING

## Organization A

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