Friends,

I write this note with great excitement and cautious optimism. I am confident you will be open to new opportunities to improve the orientation experience of our first-year students. I am also very aware of the real constraints we all face. Our common goal is to create opportunities for the first years to feel welcome, find community, and thrive as McMaster students.

There is an opportunity to consult with student groups who engage in alternative orientation programming during Welcome Week. Student groups who feel underserved by our WW programs have created alternative welcome week experiences for their community. It is time we engage with such groups to create synergies, and augment the overall delivery of WW programs. It is essential we engage with such groups to understand the nature of their orientation activities and explore options to ensure marauders are welcomed, orientated, and find value in their orientation levy.

This will allow us to create synergies, in programming, find efficiencies in our budgets and improve the overall orientation experiences of our first years. Attached to this is the edited description for welcome week special funding initiative. This form mirrors the special funding initiative for faculty Societies. These edits are time sensitive yet requires thorough consideration. Ratified MSU clubs will be considered if their clubs activities meet a niche that is not met by mainstream welcome week programs.
Welcome Week Special Projects & Initiatives Fund | Description & Checklist

The Welcome Week Special Projects & Initiatives Fund allows orientation planning groups, who are represented by the Welcome Week Planning and Implementation Committee (WWPIC), the opportunity to acquire additional funding. This funding will be used to support innovative programs and initiatives that will improve the orientation experience of first year students.

Submission & Approval Process:
1. Complete this application.
2. Consider getting feedback on your application from the Clubs Administrator and MSU VP Administration.
3. Acquire the appropriate signatures as indicated.
4. Submit completed application to: clubs@msu.mcmaster.ca The deadline for submissions is: **17 July 2017 @ 12:00pm**
5. Representatives from the McMaster Students Union and McMaster University will evaluate submissions.
6. Applicants will receive confirmation of funding by **28 July 2017 @ 12:00pm**

Tips for Successful Clubs Applications:
Ensure that all fields have been thoroughly completed
Refer to the Welcome Week outcomes, guiding principles, and strategic priorities to ensure you are substantially aligning your activities with these goals
Ensure your responses to the components listed below meet the described criteria
Review the exemplar submissions to differentiate between an successful submission and one requiring revisions
Clubs should clearly identify the niche programs they are offering,
Clubs should describe the unique characteristic (religious, cultural, practices e.t.c and observances) of the community the are programming to.
Identity if this is a new program, or a well-established event in their community
<table>
<thead>
<tr>
<th>Application Component</th>
<th>For Approval</th>
<th>Revisions Required</th>
<th>Not Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event or Initiative Description</td>
<td>Application provides detailed description of what will happen in event or initiative; Application provides detailed description of what first year students will be experiencing through the event or initiative; Application provides detailed description of the outcome of students’ participation in the event/initiative. Application provides detailed description of how they are uniquely positioned to provide support for a community.</td>
<td>Application provides detailed description of what will happen in event or initiative.</td>
<td>Application provides general description of what will happen in event or initiative.</td>
</tr>
<tr>
<td>Amount Requested ($):</td>
<td>Amount requested is great than $1000</td>
<td>Amount requested is less than $1000</td>
<td>Application indicates no connection between WW outcomes and what students will be doing in the event/initiative.</td>
</tr>
<tr>
<td>Please explain how your event or initiative is related to the outcomes and guiding principles of Welcome Week. How will this initiative improve the orientation experience of first year students?</td>
<td>Application draws clear connections between WW outcomes and what students will be doing in the event/initiative; Application clearly differentiates how this event/initiative is an enhanced orientation experience for participants.</td>
<td>Application draws tenuous connections between WW outcomes and what students will be doing in the event/initiative; Application indicates that this event/initiative an extension of or similar to programming that has been offered in the past.</td>
<td>Application indicates no connection between WW outcomes and what students will be doing in the event/initiative.</td>
</tr>
<tr>
<td>Please explain your assessment plan for this event or initiative. How will you measure outcomes?</td>
<td>Application provides timely strategy for objectively and reliably measuring outcome achievement.</td>
<td>Application provides strategy for reliably measuring outcome achievement.</td>
<td>Application provides strategy for collecting feedback on event or initiative.</td>
</tr>
</tbody>
</table>
Welcome Week Special Projects & Initiatives Fund | Application Form

This funding will be used to support programs and initiatives that will improve the orientation experience of first year students. Please review the fund description and checklist before completing this form.

Primary Event Organizer:

Initiative Partners:

Event or Initiative Description:

Amount Requested ($):

Other Resources / Assistance needed :
- i.e social media promotions, room bookings, bus bookings .e.t.c.

Proposed Date & Time of Event or Initiative:

Budget Breakdown (Please indicate any other sources of funding):

Planning and Implementation Timeline:
Please explain how your event or initiative is related to the outcomes and guiding principles of Welcome Week. How will this initiative improve the orientation experience of first year students?

Please insert the calendar for all events during welcome week.

Please explain your assessment plan for this event or initiative. How will you measure outcomes?

Submission Approval Signatures:

Faculty Societies, please acquire approval from your respective Associate Deans (or designate):

___________________________________

Associate Dean or Designate (Signature)

Society of Off Campus Students, please acquire approval from Off Campus Resource Centre Manager:

___________________________________

Manager, Off Campus Resource Centre (Signature)

Residence Life, please acquire approval from the Residence Life Coordinator:
Residence Life Coordinator (Signature)

Indigenous Student Services, please acquire approval from the Associate Director, Indigenous Student Services:

Associate Director (Signature)

MSU Clubs, please acquire approval from the VP Administration MSU and/or Clubs Administrator

VP Administration MSU