

12/01/2014

2014-2015

IGL Student Handbook

Institute for Global Leadership
Tufts University
96 Packard Avenue
Medford, MA 02155

Telephone: 617 627 3314
Fax: 617 627 3940

www.tuftsgloballeadership.org



Table of Contents

| | |
|---|-----------|
| INTRODUCTION | 1 |
| IGL MISSION STATEMENT | 1 |
| IGL STAFF..... | 2 |
| EXPECTATIONS..... | 3 |
| CALENDAR 2014-2015: DATES TO REMEMBER..... | 4 |
| ACTIVITY PLANNING AND SUPPORT | 5 |
| PLANNING PROCESS..... | 5 |
| EVENT PUBLICITY..... | 8 |
| ONLINE CALENDARS AND LISTSERVES..... | 8 |
| MAILING LIST POLICY..... | 8 |
| TUFTS DAILY | 9 |
| POSTERING..... | 9 |
| CHALKING | 9 |
| STUDENT GROUP WEB SITES..... | 10 |
| GUEST TRAVEL..... | 10 |
| REQUESTING IGL FUNDING..... | 11 |
| STUDENT GROUP DOCUMENTS | 12 |
| ANNUAL REPORT..... | 13 |
| GROUP LEADER SURVEYS..... | 13 |
| OTHER RESOURCES | 14 |
| REQUESTING A SPACE (NON-EVENT RELATED)..... | 15 |
| IGL HOUSE USE..... | 15 |
| USE OF SUPPLIES/RESOURCES | 16 |
| COMPUTERS..... | 16 |
| COPIERS..... | 16 |
| PRINTER..... | 17 |
| PHONE | 17 |
| THE IGL AND THE OFFICE OF CAMPUS LIFE (OCL)..... | 18 |
| APPENDIX A | 19 |
| COST INFORMATION (ON-CAMPUS EVENTS) | 19 |
| APPENDIX B | 23 |
| GUIDELINES GOVERNING REIMBURSEMENTS | 23 |
| APPENDIX C..... | 24 |
| STUDENT FUNDING RESOURCES..... | 24 |

Introduction

This handbook is designed for students and student groups affiliated with or supported by the Institute for Global Leadership (IGL). The purpose of this handbook is to describe the most efficient and effective means of accessing resources available to students through the IGL.

IGL Mission Statement

Tufts' Institute for Global Leadership is an incubator of innovative ways to educate learners at all levels in understanding difficult and compelling global issues. We develop new generations of critical thinkers for effective and ethical leadership who are able to comprehend and deal with complexity, to bridge cultural and political differences and to engage as responsible global citizens in anticipating and confronting the world's most pressing problems.

To meet these challenges, the Institute emphasizes rigorous academic preparation and experiential learning. Students learn through intensive engagement in classes, global research, internships, workshops, simulations and international symposia - all involving national and international students and leaders from the public and private sectors. These activities stress critical and normative thinking, written and oral communication skills, problem solving, and an interdisciplinary approach to learning. Students produce tangible outcomes to their studies through their research projects, the international forums and other significant initiatives. The experience helps stimulate intellectual curiosity and build individual self-confidence and independence, while at the same time developing analytical and practical leadership and decision-making skills.

IGL Staff

- Sherman Teichman, *Founding Director*
Sherman.Teichman@tufts.edu
- Micheal Peznola, *Executive Director*
Michael.Peznola@tufts.edu
- Heather Barry, *Associate Director*
Heather.Barry@tufts.edu
- Neshelle Loessi, *Institute Administrator*
Neshelle.Loessi@tufts.edu
- Jessie Wallner, *Multimedia Coordinator*
Jessie.Wallner@tufts.edu
- Katie Adams, *Program Coordinator*
Kathleen.Adams@tufts.edu
- Sam Rock, *Executive Assistant to the Director*
Assistant.Sherman@tufts.edu

Program on Narrative and Documentary Studies

- Gary Knight, *Director*
Gary.Knight@tufts.edu
- Sam James, *Program Coordinator*
Samuel.A.James@gmail.com

Expectations

We are excited about all the innovative projects and programming done by IGL students and groups, and we are eager to support you in these efforts. In order to streamline processes and make event-planning easier, the Institute expects that all student groups do the following:

- Keep in regular communication with Institute staff and be respectful of our time;
- Be mindful of deadlines;
- Correspond with other IGL group leaders;
- Publicize all Institute events within their groups;
- Compile an annual report and email to the Program Coordinator by **Monday, April 20th**;
- Take an active part in having a digital media presence (Twitter, Flickr and Facebook);
- Submit blog posts to the Multimedia Coordinator **within one week** for each gathering held;
- Document all group events in photo or writing;
- Treat all borrowed equipment with care; and
- Keep group pages on the IGL website up-to-date.

Calendar 2014-2015: Dates to Remember

Tuesday, September 9, 5:00 PM – 7:00 PM

Student Organizations Fair @ Rez Quad

Wednesday, September 10, 12:00 PM

Group Leader Welcome Meeting @ IGL

Thursday, December 18, 2015, 11:59 PM

Mid-year surveys **DUE** to Program Coordinator

Monday, April 20, 2015, 11:59 PM

Annual Reports and end-of-year surveys **DUE**

Saturday, May 16, 1:30 PM – 3:30 PM

IGL Graduation Reception @ IGL

Activity Planning and Support

This process is for all students and IGL-affiliated student groups applying for IGL funding for an event or project. There are often many details that need to be worked out in order to successfully plan and execute these activities, so please ensure that you work closely with the IGL staff during this process.

For IGL student groups, it is important that all of your group's programming – whether or not you need financial or logistical support – goes through the approval process. Each IGL or affiliated group represents the Institute. Consequently, the IGL needs to be sure that the events and activities organized by its various student groups reflect the IGL's norms and sensibilities regarding content, professionalism, and perspective.

Planning Process

1. PROPOSAL AND BUDGET

If you would like to request logistical or financial support from the IGL for a group event or individual project, you will first need to submit:

- A detailed proposal describing who, what, where, when, why, and how; and
- An itemized budget detailing expected expenses (i.e. costs of facilities, catering, travel, A/V).

For **small events** such as a film screening or discussion panel with a Tufts professor, the IGL requires **two weeks' notice**. For **larger events or activities**, such as a symposium, the IGL requires at least **four weeks' notice**. This is because for many events we need to work with other departments on campus, and they have their own requirements in terms of the time it takes them to order supplies and make sure that everything is ready. In addition, if your speakers are coming from out of town, travel prices tend to go up within a window of 21 days. For **international events, projects and research**, the IGL funding requests should be made **at least two months** prior to your proposed departure date.

If you are planning an activity, event, or project, download, fill out, and email an [Activity Proposal Form](#) to kathleen.adams@tufts.edu (the file name should read "APF" followed by your group name or last name and a six digit code for the date of submission – e.g. "APFexposure092308" or "APFsmith101308"). Please attach additional pages, if needed. After you have emailed your proposal, it is your responsibility to follow up with the Program Coordinator (in person tends to be most effective) to get her initial feedback and tentative approval to continue with the planning process. For cost information, see Appendix A.

Note: Although your final arrangements may differ from your initial proposal, please be as thorough as possible in identifying your planning steps, logistical needs, and costs in the *Activity Proposal Form*. This will speed up the approval process. If you are planning an on-campus event, please review the **Cost Information** and **Event Publicity** sections in this document.

If you need to make changes to your initial proposal, inform the Program Coordinator as soon as possible.

2. APPROVAL

The Program Coordinator will then review your proposal. It is your responsibility to check with her (in person tends to be most effective) periodically to find out whether you have received final approval.

If you have requested funding support and have received final approval for your activity, obtain an *Funding Form* from the IGL and have the Executive Director sign it, making sure that the sponsorship amount is noted on the form. A member of your student group will also need to sign this form. This form must also describe the follow-up products or activities you have agreed to complete in return for sponsorship.

Depending on your particular arrangement, you may not receive funding until you have completed these follow-up products. Submit the completed and signed form to the Program Assistant or the Institute Administrator. You may also make a copy of the signed funding forms for your records.

3. LOGISTICS

Work with the Program Assistant and the Multimedia Coordinator to figure out the logistics for your activity. If you need help with room reservations, catering, facilities and general supplies, consult with the Program Assistant. To order A/V, speak with the Multimedia Coordinator.

Please note that the Program Assistant and Multimedia Coordinator need at least **two weeks'** notice to put in orders for catering, facilities and A/V. We will be charged additional fees if we do not give the relevant departments sufficient notice.

4. MEDIA AND ADVERTISING

All public group events should be on the IGL calendar. At least **two weeks** prior to your event, submit the following to the Program Coordinator:

- Poster of your event which must include the IGL logo and contact information (Note: All posters must be approved by the Program Coordinator before they are put up around campus)
- Short announcement that can be used on Facebook, Twitter and the IGL website

If you need audio or visual documentation of your activity, event or research, meet with the Multimedia Coordinator at least **four weeks** prior to your event. In addition to putting approved events on the online IGL calendar, the Multimedia Coordinator can loan out cameras and/or audio recorders to students or student groups (to do this, students will have to leave a credit card number).

5. ACTIVITY

Carry out your proposed activity, event, or project.

6. FOLLOW-UP

Complete and submit all necessary follow-up items to the IGL, as outlined in the funding forms. This includes submitting itemized receipts to the Institute Administrator.

See Appendix B for reimbursement guidelines.

If funding was approved for your activity and you have completed your follow-up responsibilities but have not yet been reimbursed, contact the Institute Administrator. If you borrowed any equipment from the IGL, return it to the Multimedia Coordinator by the agreed-upon date.

All photos of events/research trips, along with blog posts and reflections, should be sent to the Program Coordinator within one month of your return.

For student groups, we recommend that you make a photocopy of each completed [*Activity Proposal Form*](#) and keep them in a folder. This folder will serve as a record of your activities over the course of the year and will help you prepare your group's annual report. These forms may also be useful in planning future events and training new members about event capabilities and protocol.

Event Publicity

Your group is responsible for advertising the event, which includes:

- Designing posters;
- Having your posters approved by the Program Coordinator;
- Copying your own posters (this can be done at the IGL);
- Putting them up in approved locations;
- Posting the event on Tuftslife.com;
- E-mailing the Program Coordinator with the text/photos that can be used in Facebook/Twitter posts and on the IGL website's calendar; and
- Submitting the designed ad to the Tufts Daily, if this is in your budget, and getting an IDR from the Program Assistant.

Online Calendars and listserves

- IGL Weekly Bulletin—the Program Coordinator will include your event announcement if you email a short paragraph summarizing the event.
- Campus online calendars (www.tuftslife.com, www.tufts.edu, www.fletcher.edu, www.tuftsgloballeadership.org)
- Email Listserves
 - International Relations Program
 - IGL Program E-List (iglprograms1314@elist.tufts.edu)
 - Community Health Program
 - Fletcher Listserve (email your event announcement to flechtherevents@elist.tufts.edu. If it is approved, they will send the announcement to the official listserve on the day of the event)
 - Tufts Student Groups (Contact the Director of Student Activities to send your announcement to the registered contacts for many of the student groups on campus. They are responsible for sending it out to their own lists)
 - IGL Student Groups (email the Program Assistant with your announcement and the names of the groups you would like to send it to. Group Leaders will be responsible for sending the information to their group members).

Mailing List Policy

Please include the Program Coordinator on your group's eList. For complete information, refer to the IT Policies website (<https://it.tufts.edu/elist-pol>).

Use of mailing list facilities is governed by the Tufts University Information Stewardship Policies and Tufts University Policies for Tufts Email Accounts and Addresses. Mailing lists may be used for legitimate purposes related to teaching, course-work, research, administration at Tufts University and university sanctioned student activities. Commercial use of mailing lists, except for authorized Tufts University business is prohibited.

Tufts Daily

Ads in the Tufts Daily must be in by **12pm two (2) business days prior** to the day of the publication. Email the ad (in the correct format and size) to business@tuftsdaily.com, then follow up with an Interdepartmental Requisition (IDR) from the Program Assistant. Refer to Appendix A for more information.

Posting

Each poster should include:

- Title of event;
- Name, bio, and photo of speaker, if applicable;
- Day, date, time, and location;
- Sponsors and co-sponsors, include the IGL logo;
- Contact information at the bottom – include email, your group's website, and the IGL main phone number (617) 627-3314.

People should be able to read posters from at least ten feet away while walking by. Make your poster visually appealing and communicate the critical information in as few words as possible. All posters *must* include the IGL logo, which you can obtain from the Program Coordinator.

Posters should be attached with tacks or masking tape to authorized areas only and must be removed within 24 hours of the advertised event. Posters placed in inappropriate locations on campus will be removed at the discretion of Facilities or the Office of Student Activities and may result in a fine to the student group responsible. Please see the Poster Policy document on the Office of Student Activities website (<http://ase.tufts.edu/osa/documents/>).

Chalking

One of the reasons the university permits the use of chalk is that it does not become a permanent part of the campus. Chalking is permissible in outdoor, public areas. Chalking is not permitted in areas inaccessible to rain, such as the walkway between the Campus Center and the bookstore or any vertical surface. There is to be no use of materials other than water-soluble chalk. When chalking, the following guidelines must be observed:

- No chalking of any kind on Matriculation Day or Commencement Day
- No chalking on any vertical surfaces or in areas inaccessible to rain
- No profanity or explicit sexual material

- No defaming of groups or slurs because of sex, race, ethnic or religious identity or sexual orientation.

Student Group Web Sites

Each group should designate a website point person who will be responsible for working with the Multimedia Coordinator to update and maintain the group's portion of [the website](#) with upcoming events, bios of the group, media clips, and any other relevant information. Students should also consult the [IGL archives page](#) to refer to any past events/publications.

The IGL is very interested in increasing its social media footprint, so we encourage you to advertise your events on the IGL Facebook (<https://www.facebook.com/TuftsIGL>) and Twitter (<http://twitter.com/tuftsigl>) pages. The point person should also send all of the group's event photos to the Multimedia Coordinator to be uploaded to IGL's Flickr account (<http://www.flickr.com/photos/tuftsigl/>). The IGL also has a YouTube page (<http://www.youtube.com/theigtTufts>).

Each student group website page contains the following sections: About Us, Alumni, Students Leaders & Members, News and Press and Events Calendar, and a photo gallery.

If at any time you wish to add/edit information on your page, contact the Multimedia Coordinator and include the exact changes you would like to be made. If you are sending photos, they must be high resolution, and if you are adding student, leader or alumni bios to your pages, they should be no more than a paragraph.

Guest Travel

Each traveler needs a T number from Tufts to allow payment for travel. It can take more than a week to get a T number, so please provide the Institute Administrator with the estimated costs for travel (air/train, hotel, taxis) and the traveler's name (as it appears on his/her license or passport) as soon as possible.

Please check flights on www.expedia.com to come up with an estimate for the travel if someone is flying into Boston. Please note that this is only an estimate – prices can change rapidly. Generally, the more in advance you buy the ticket, the lower the price. Travel cost estimates should include a taxi ride between Logan Airport and Medford (each way is roughly \$40) and the guest's travel from their home to their local airport and back. Typical total taxi fares range from \$150-\$200 (depending on time of arrival, traffic, etc.). Ensure that you know your guest's departure location as they may not be traveling from their home institution or mailing address.

If the guest is driving, Tufts policy is to reimburse for mileage. This information needs to be submitted to the Program Assistant along with a departure and arrival address. Also, parking in the Dowling parking lot is \$5 (one needs to purchase a token to leave the parking lot). Please see the Institute Administrator if you need tokens. The IGL Institute

Administrator is responsible for communicating the Tufts travel reimbursement policy to your guest. If your guest is traveling, you must give the Institute Administrator the guest's contact information so that she can confirm the reimbursement details.

Requesting IGL Funding

Requests for individual or group funding for events and research will be reviewed on a proposal-by-proposal basis. As stated above, anyone interested in hosting an event and/or conducting research or performing an internship must provide a detailed proposal with an itemized budget and seek approval from the Directors.

To request individual funding, please submit the following to the Program Coordinator:

- A detailed proposal outlining who, what, why, where, how, and when;
- An itemized budget detailing expected expenses; and an
- An IGL Funding Form (available at the IGL office)

Your proposal will be reviewed by the Executive Director, Associate Director, and Institute Administrator; if initially approved, you will then meet to discuss your project. If approved by the IGL after your meeting, the funding request will be submitted to the Provost's office and Finance department for final approvals.

For suggestions of additional sources of funding, see Appendix C.

Student Group Documents

Annual Report

Each year, each IGL student group will be asked to submit an annual report that summarizes that year's accomplishments. These summaries will be included in the IGL's annual report and should contain information on:

- Public programming by the group (including the title of the events, the names of the speakers or movie, and one-line bios for those speakers)
- On-site travel or research that the group or individuals in the group conducted (including a summary of the findings, list of interviewees with brief bios, places visited, number of students participating with an overview description of the group)
- Internal changes within the group (eg. adding a skills workshop or changing the format of meetings, etc.)

The annual reports should not be in chronological order but rather by category, such as public events, research, etc, and they should be written in **third person**.

Also, high resolution photos with captions needs to be included either in the annual report or as an accompanying file.

You may want to consult [past reports](#) for examples of what information your report should include.

The Annual Reports are due by midnight on the Monday before the last week of classes in the Spring Semester (APRIL 20, 2015).

Group Leader Surveys

Student group leaders will be required to fill-in short mid- and end-of-year surveys that will be distributed by the Program Coordinator during the semester.

The Group Leader Surveys are due by midnight on December 18, 2014, and April 20, 2015.

Other Resources

Requesting a Space (non-event related)

At the beginning of each semester, please let us know when and where your regular group meetings will take place. If you need a space for these, we will be happy to help you secure one. The IGL requires at least **72 hours notice** for meeting requests, either at the IGL or elsewhere on campus. Since we have such a high demand for use of space and available space is tighter this year, the earlier you let us know when you are meeting, the better chance you will have of securing a room. For more popular spaces on campus such as Sophia Gordon and Cabot Auditorium, several weeks prior notice are usually required because these spaces are often booked far in advance.

Email the Program Assistant to request space. She will get back to you as soon as possible to let you know if the request is possible.

Please include in your email request:

- a) Group name
- b) Date and time of meeting (and if this is a one-time meeting or will happen weekly/bi-monthly)
- c) Number of students expected
- d) Room preferences

IGL House Use

We welcome students to use the IGL as a meeting space during regular office hours. However, this will be allowed on an ad hoc basis *only* – and is up to the discretion of the IGL staff. Students will need to email their request to the Program Assistant at least one day beforehand (including the space, date, time, group, and purpose of the meeting). If your group would like to use IGL space between 5pm and 9am, please see the Executive Director and Associate Director during regular office hours to discuss.

Anything brought into the IGL for your meeting must be taken out. Perishable food must be thrown out in the kitchen. Please leave the IGL house as you found it. Return chairs to where you found them, throw out trash before you leave, replace any books you may have used and log out of any computers. This is important since the IGL often has early morning meetings and the house needs to be presentable at all times. Please erase the whiteboard after your meeting. Anything left on the whiteboard will be erased.

There is a mailbox for each student group in the copy room (on the right side as you enter). If you choose to use one, make sure to check it regularly and remove old materials.

Use of Supplies/Resources

Computers

Student groups are welcome to use the copy room computer during normal business hours. You are welcome to use your laptop to access our wireless network or plug into any of the Ethernet outlets.

There are a few general rules for use of the computers at the IGL:

- Priority of computer use is given to IGL student employees doing IGL office work. You may not interrupt a student employee to use a computer (or the copier), even if it is just for a “second.” Please check with the Program Assistant if there is an urgent issue.
- Log in under the student login on the student computer.
 - User name: IGL_Students
 - Password: 96PackardAve
- Log out after using the computer.
- Save any files you create/download in a folder. If there is not a folder already designated for your group, please create one and use that only.
 - ANY FILES LEFT ON THE DESKTOP AND NOT IN A FOLDER WILL BE DELETED
- When using external hardware, please eject everything in the correct manner (for Macs, dragging the icon to the trash and waiting until it disappears from the desktop before taking it out of the computer) – otherwise, your data may not be saved properly.
- Please back up everything to a separate disk/hard drive.
 - Do not keep the only copy of your work on IGL computers.
- Use of staff computers is prohibited unless specific permission is given.

Copiers

Copier usage is only for readings and publicity for related activities of the IGL student groups. The copier is not for personal use. Unless you have previously used it, you must be trained to use the copier. Please ask the Program Assistant for assistance.

Please make sure that the copier is left the way it was found – **remove all originals from the copier and remove extra color paper from the drawers.**

Posters/table tents – With prior approval, student groups are welcome to use the copier to make fliers and table tents, but they must do this on their own time. Institute staff

(including student employees) are not available to design or copy student group advertisements unless prior arrangements have been made. With the exception of Brown & Brew, on-campus dining facilities generally allow student groups to place one table tent per table. Check in with facility managers in each location to obtain approval for the table tents.

The approximate number of tables for each facility is as follows:

Carmichael Dining Hall: 80

Dewick/MacPhie Dining Hall: 130

Campus Commons/Hotung: 20 (large tables only)

Brown & Brew: table tents are not allowed on tables but several can be placed along the counter by the window facing College Ave.

No Name Café, Mugar Hall: table tents not allowed

Note: red and pink table tents are not allowed in any dining facility.

Should you need large quantities of colored paper or card stock, please make sure to request these in advance with the Institute Administrator. Should you need the copier for an extended period of time throughout the semester (copying for a student-run class or a series of meetings), please plan accordingly with the Program Assistant. There will be many instances in which the copiers will be in use for copying EPIIC and Inquiry class readings.

Printer

You may use the printers for IGL-related printing. This includes research and submission for the EPIIC and Inquiry classes and all IGL student groups. Personal use of IGL printers is not allowed without permission. Please seek approval if you have any questions. Do not print onto colored paper. Please print what you need on white paper and then copy it.

Phone

Generally, the IGL can facilitate local, long distance, and international calling from within the office, but there is no calling card available to help students and student groups make calls from other facilities. If you want to use the IGL phones to make long distance calls, you should coordinate in advance with IGL staff and the person you are calling to schedule the call during normal office hours. If you want to make a call outside of normal business hours (9am-5pm), you'll need to find out if any IGL staff members will be in the office at that time. Particularly if you need to make after-hours calls, we will need as much advance notice as possible. Please contact the Program Assistant if you have any questions.

The IGL and the Office of Campus Life (OCL)

The IGL recommends that all of its student groups seek recognition from the Senate. Recognition by the TCU Judiciary and registration with the OCL accords groups the following privileges:

- Scheduling and using university facilities (ie. have access to R25);
- Participation in the Student Organization Fair at the start of each semester;
- Being listed on Tuftslife.com's "Campus Guide";
- Access to advising, training and resources provided by the OCL;
- Access to university services such as catering, mail room, facilities, TUPD, A/V services and the Daily;
- Option to apply for an office space on campus;
- Use of the Tufts University name;
- Option to apply to the TCU for funding (Note: groups not funded are not "independent", they are still considered TCU groups, just identified as "non-funded" groups);

For more information on registering your student group, consult the Office of Campus Life's [website](#).

APPENDIX A

Cost Information (on-campus events)

If you are planning an on-campus event, the information in this section will help you create your budget.

FACILITIES

| Item | Unit Price | # | Total Cost |
|---------------------------------------|------------|-----|------------|
| 4' Tables | \$6.30 | | |
| 6' Tables | \$6.53 | | |
| 8' Tables | \$6.98 | | |
| 30' Round Standing Cocktail Table | \$10.80 | | |
| 36" Round Tables | \$6.53 | | |
| 60" Round Tables | \$6.98 | | |
| 72" Round Tables | \$13.75 | | |
| 4' Tablecloth | \$8 | | |
| 6' and 8' Tablecloth | \$10 | | |
| Standard Folding Chairs | \$0.99 | | |
| Fan Back Chairs | \$3.38 | | |
| White Garden Folding Chairs | \$3.60 | | |
| Padded Folding Chairs | \$4.37 | | |
| Gold Ballroom Chairs | \$5.85 | | |
| Coat Rack (100 hangers) | \$50.00 | | |
| *UGL Services cleaning (call x7-3973) | | | |
| Delivery/Pickup Fee | \$25 | 1 | \$25 |
| TOTAL | n/a | n/a | |

*Necessary any time food will be served

All of the above unit costs are for daily rentals. Please keep in mind that Facilities requires an Interdepartmental Requisition (IDR) from the IGL **at least two (2) weeks** prior to your event. Facilities is particularly strict about this deadline and can refuse

service if there is not enough lead time.

CATERING

For a complete list of Tufts Catering's [menus](#) and a detailed breakdown of costs, please consult the Tufts Dining website.

AUDIO/VISUAL

Please use the following checklist to help determine your audio/visual needs for your event (Make sure to note your A/V needs on the *Activity Proposal Form*). Please note that A/V requires at least two weeks notice otherwise you will incur late fees.

Audio Amplification (Large or crowded rooms may require a PA system)

If you need audio services, pick one from below:

- () Single presenter at podium (basic pa and mic setup by AV services)
- () Panelists at a table (PA system with 3 (or more) table mics and a mixer)

Additional Option

- () Audience questions (PA system with 1 or 2 Audience mics)

Audio Recording

- () Single presenter at a podium (Sign out digital recorder from IGL)
- () Panelists at a table (Output from mixer is recorded by IGL Digital Recorder or one provided by A/V Services)
- () Audience questions (Output from mixer is recorded by IGL Digital Recorder or one provided by A/V Services)

Video Recording

Planned Distribution mode

- () Simple event documentation with IGL camera (mini-dv camera, using camera mic with no external audio, sign out IGL MiniDV Camera)

- () Professional Video (High Quality Camera, manned by an AV tech with Audio coming from a mixer; requires PA system)

Photo Documentation

- () Bring your own Camera (read the tip sheet for documenting an event)
- () Sign out a camera from the IGL (read the tip sheet for documenting an event)
- () Coordinate with an Exposure student to document the event (depending on availability).

For more information, please see the Tufts A/V website:

<http://ase.tufts.edu/its/classroomAvPricing.htm>.

Audio/Visual Services: Equipment & Pricing

(The price listing on this page is effective for all events taking place on or after September 1, 2011)

SOUND EQUIPMENT:

| | |
|--|------------|
| Small PA System: 2 speakers, powered mixer, up to 2 wired mics | \$ 120/day |
| Medium PA System: 4 speakers, mixer, amp, up to 4 wired mics | \$ 175/day |
| Larger PA | per spec |
| Subwoofer System: 2 18" subs and amp (PA additional) | \$ 75/day |
| Monitor system with 2 speakers and amp (PA additional) | \$ 50/day |
| Sound in Asean auditorium, Cohen Auditorium, or Sophia main room with up to 4 wired mics | \$ 80/day |
| Dynamic/Wired microphones | \$ 20/day |
| DI Boxes | \$ 15/day |
| Condenser microphones | \$ 25/day |
| Wireless microphones (handheld or lapel) | \$ 70/day |
| Mixer separate from PA | \$50/day |
| CD player | \$ 20/day |

VIDEO:

| | |
|--|------------|
| Data projector for video or computer | \$ 110/day |
| Tripod projection screen (\$10 if rented with a projector) | \$ 30/day |
| Windows Laptop for use at AV Events | \$ 50/day |
| DVD, VCR, or combination player | \$ 20/day |

HOTUNG CAFÉ:

With the new renovation, clients are responsible to cover costs of microphones and labor only along with other additional equipment like monitor speakers

COHEN AUDITORIUM:

| | |
|--|------------|
| Cohen Sound system with up to 4 wired mics and CD Playback | \$ 100/day |
| Other Cohen costs including theatrical lighting, data projector, room fees, and house managers can be directed to Mark Sullivan , Cohen House Manager, (617) 627-5531 | |

RECORDING:

| | |
|---|------------|
| (includes necessary equipment and media; <i>labor extra</i>) | |
| Videotaping to DVD for archival | \$ 40/hour |

LABOR PER HOUR:

| | |
|--|----------|
| There is a minimum 2 hour charge for setup and breakdown | \$ 25/hr |
|--|----------|

APPENDIX B

Guidelines Governing Reimbursements

When requesting a reimbursement, you should follow the protocol stated in the next section regarding seeking approval for expenses to be reimbursed.

Before asking for approval, please note that certain types of expenses or purchases **should not** be handled as reimbursements. Please familiarize yourself with the Tufts policies regarding business expense reimbursements to ensure that all of your purchases are within approved categories.

If you plan on purchasing general, office-type supplies (items that could be purchased, for example, at a Staples) or having printing done, please discuss your needs with the Program Assistant first. In most cases, we could handle this request directly, allowing us to receive discounts Tufts has in place with preferred vendors and avoiding unnecessary paperwork. We can no longer reimburse for these types of expenses.

Please also note that according to Tufts policy we cannot reimburse for gifts. Any thank you gifts, for example, would need to be paid for out of pocket.

PROCESS FOR REIMBURSEMENT APPROVAL

As mentioned above, requests for reimbursement should be made **BEFORE** the expense in question takes place to prevent issues with approval being denied after a group member has already spent funds.

Anyone seeking funds for food or supplies for a group activity of any type should follow the activity proposal protocol outlined by Program Coordinator, Katie Adams, in the student group information manual.

REQUIRED FORMS/DOCUMENTS

For any reimbursement, you **must** provide the original receipt for the item/s purchased. Receipts must be itemized, and when applicable show confirmation of payment. Bank statements or copies of receipts **will not** be accepted as legitimate receipts. **Receipts should NOT be given to anyone except the Institute Administrator or Program Assistant.**

For all reimbursements, you will need to fill out an IGL funding form and to provide an address where you will receive your reimbursement. Please note that we cannot have reimbursement checks sent to our address, or to any address that is technically on the Tufts campus (like a dorm).

If your reimbursement is for less than \$50, it can be processed through petty cash. In this case, the Program Assistant will give you a petty cash slip to take to the Bursar's office in Dowling Hall. The Bursar will then give you cash for the amount listed on your receipt. You must bring back the carbon copy of the slip to the Program Assistant at the IGL front desk.

APPENDIX C

Student Funding Resources

- **DEAN'S UNDERGRADUATE RESEARCH FUND (\$200-\$450)**

<http://ase.tufts.edu/undergradEducation/undergradResearchFund.asp>

*Students may request funding for senior theses and for other proposals emphasizing **original research** that is **directly supervised by a Tufts faculty member**. Supplies, travel, library cards, books, photocopying, and payment of research subjects are examples of appropriate expenses. Thesis binding, the purchase of computers or other durable goods, or payment of a salary are expenses that would not normally be appropriate. The fund will support travel to a conference if the student is presenting research, but please do not ask to be reimbursed for meals. The fund will not support participation in educational programs and seminars sponsored by other institutions.*

- **TUFTS SUMMER SCHOLARS (\$3,500 + \$1,000)**

<http://summerscholars.programs.tufts.edu/>

The Tufts Summer Scholars Program is a University-wide initiative that offers research apprenticeships with faculty/clinical mentors to motivated Tufts undergraduates. The Program gives students a chance to be on the front line of discovery and scholarship at Tufts today. Each student will receive \$3,500 for full-time research that will ideally lead to a senior honors thesis. In addition, a \$1,000 grant to defray research expenses will be made available to each recipient up until the time of graduation. Faculty/clinical mentors will receive a \$1,000 research stipend.

- **INSTITUTE FOR GLOBAL LEADERSHIP – EMPOWER PROGRAM (\$500-\$2500)**

<http://www.tuftsgloballeadership.org/programs/empower>

Within its overall focus of social entrepreneurship and poverty alleviation, EMPOWER will focus on providing an educational platform for students interested in broadening their knowledge and understanding of how social entrepreneurs are able to conceptualize, research and/or apply innovative management and organizational practices and financial tools to assist disadvantaged individuals and communities throughout the world. In other words, EMPOWER will be focused on initiatives that help the poor help themselves.

- **TISCH ACTIVE CITIZEN SUMMER FELLOWSHIPS (UP TO \$3,500)**

<http://activecitizen.tufts.edu/?pid=30>

Tisch ACS is an opportunity offered by the Tisch College of Citizenship and Public Service. Tisch College's mission is to ensure that students graduate from Tufts prepared to be committed public citizens and leaders who take an active role in

building stronger communities and societies. Tisch ACS furthers this mission by providing financial and staff support to students engaged in this work during the summer. There are five summer options for undergraduate and graduate students:

- **Citizenship and Public Service Scholars** (for current Tisch Scholars)
International
- **Somerville** (with one of eight local host agencies)
- **Conference of Mayors** (internship with a mayor of a U.S. city)
- **DC Alumni Network** (non-profit, public sector, government and political fellowships in the DC area)

- **TUFTS DEPARTMENTAL FUNDS (VARIES)**

Many Tufts academic departments have a limited amount of discretionary funds they can provide to help support student activities on campus. For more information on how to request funding from a particular department, contact the relevant Department Chair. A listing of the departments in the School of Arts & Sciences can be found at <http://as.tufts.edu> (under the “Academics” tab, click on “Departments and Programs” on the drop-down menu). A listing of the departments in the School of Engineering can be found at <http://engineering.tufts.edu> (under the “Academics” tab, click on “Departments” on the drop-down menu).

- **INTERNATIONAL RELATIONS DEPARTMENT AND DIRECTOR’S LEADERSHIP COUNCIL (DLC)** – To request funding from the International Relations department, email your request to International Relations Program Assistant Director, Kathleen Devigne (kathleen.devigne@tufts.edu), including: brief description of the activity/event; requested amount; what the funding will be used for; your intended audience; and your expected number of attendees. The DLC will no longer be monetarily co-sponsoring events, but they occasionally collaborate with other campus groups on event planning and logistics. Check the International Relations website (<http://ase.tufts.edu/irl/>) for current contact information for the DLC.

- **CAREER SERVICES SUMMER INTERNSHIP GRANTS (\$3,500)**

<http://careers.tufts.edu/students/internships/>

Career Services provides funding for approximately 35 students for otherwise unpaid, full-time, summer internships. These grants offer AS&E students the opportunity to explore career fields and gain experience while contributing to organizations that can not afford to fund summer interns. The majority of grants are awarded to students working in the non-profit or public sectors, several are awarded to students on financial need and 4 grants are earmarked for students working in an entrepreneurial organization. Applications are due in late March. For more information, go to the website or make an appointment with a Career Counselor at 617-627-3299.

- **U.S. INSTITUTE FOR PEACE PUBLIC EDUCATION FOR PEACEBUILDING SUPPORT**

<http://www.iie.org/Programs/USIP-Support>

Public Education for Peacebuilding Support is a new initiative of the United States Institute of Peace (USIP) and administered by the Institute of International Education (IIE). The initiative seeks to support American colleges, universities and public libraries interested in holding events addressing international peace and conflict resolution.

The support may be used for a variety of activities, including, but not limited to the following:

- *educational or training workshops*
- *lectures*
- *speaker programs*
- *library forums*
- *web-based forums*

Up to 250 institutions receive up to \$2,000 in matching support for their public education activities through two cycles over the period of November 2013 – December 2014. Last year, the Institute submitted three successful applications to USIP for the EPIIC symposium, the Inquiry simulation and ALLIES' Field Exercise in Peace and Stability Operations.

• **FELLOWSHIPS AND SERVICE OPPORTUNITIES**

<http://careers.tufts.edu/students/fellowships/>

This database offers postgraduate opportunities with nonprofits around the world. Assignments range from several months to two years and are open to new and recent graduates. Some opportunities are funded while others are volunteer-based.