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## 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 groups through the IGL.

## IGL Mission Statement

The Institute for Global Leadership at Tufts University prepares new generations of critical thinkers for effective and ethical leadership ready to act as global citizens in addressing the world's most pressing problems. The IGL is a university, cross-school program with the objective of enhancing the interdisciplinary quality and engaged nature of a Tufts education.

The IGL's purpose is to serve as an incubator of innovative ways to help students understand and engage difficult and compelling global issues. Due to its unique approaches and ability to create unusual partnerships and juxtapositions, the IGL is at the forefront of efforts that encourage "thinking beyond boundaries and acting across borders."

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 Contact

- Sherman Teichman, *Founding Director*

[Sherman.Teichman@tufts.edu](mailto:Sherman.Teichman@tufts.edu)

(617) 627-3415

- Michael Peznola, *Executive Director*  
[Michael.Peznola@tufts.edu](mailto:Michael.Peznola@tufts.edu)  
(617) 627-0706
- Heather Barry, *Associate Director*  
[Heather.Barry@tufts.edu](mailto:Heather.Barry@tufts.edu)  
(617) 627-3934
- Jessie Wallner, *Multimedia Coordinator*  
[Jessie.Wallner@tufts.edu](mailto:Jessie.Wallner@tufts.edu)  
(617) 627-3739
- Danielle Kaidanow, *Program Coordinator*  
[danielle.kaidanow@tufts.edu](mailto:danielle.kaidanow@tufts.edu)  
(617) 627-6063
- Rebecca Varley, *Executive Assistant to the Director*  
[Assistant.Sherman@tufts.edu](mailto:Assistant.Sherman@tufts.edu)  
(617) 627-3844
- Jacob Throwe, *Program Assistant*  
[jacob.throwe@tufts.edu](mailto:jacob.throwe@tufts.edu)  
(617) 627-3451
- IGL office  
[igl@tufts.edu](mailto:igl@tufts.edu)  
(617) 627-3314

### **Program on Narrative and Documentary Studies**

- Gary Knight, *Director*  
[Gary.Knight@tufts.edu](mailto:Gary.Knight@tufts.edu)
- Sam James, *Lecturer and Program Coordinator*  
[Samuel.A.James@gmail.com](mailto: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:

1. Student Groups Google Drive
  - a. Add program events to the calendar as soon as a date is set for an event
    - i. This is how we will add program events to our weekly bulletin and IGI website
  - b. Meet every two weeks, depending on how active each group is, with the IGL Program Coordinator and other staff as necessary
  - c. Post events and possible collaborative suggestions to the iglprogramleaders elist to broaden each groups outreach
    - i. Also use Google drive to communicate with other groups
  - d. Meet deadlines
2. Events
  - a. All student events need to be photographed and documented for posting on the website and for each year's annual report -- event photos should be submitted to the Program Coordinator immediately after the event, along with captions. All photos should be high resolution.
    - i. Treat all borrowed equipment with care!
  - b. Student groups are expected to play an active role in digital media presence (Twitter, Flickr and Facebook)
    - i. Communicate about events, milestones, projects, etc.
  - c. Submit [blog posts](#) to the Program Coordinator within one week of each event, that includes a brief write-up and at least one photo with a caption
3. Communication
  - a. Please consult the IGL staff when transitioning new group members and group leaders. IGL leadership should be in the decision making process.
  - b. Publicize all Institute events within your groups
  - c. Maintain group pages on the IGL website up-to-date and link to any external group sites like Facebook, Instagram, Twitter
  - d. Encourage group members to interact with other IGL groups/ EPIIC
4. "Deliverables"
  - a. [Formatted blog posts](#) due **no later than one week after events**
  - b. Complete annual report by **Monday April 18, 2016**
5. Treat all borrowed equipment with care and bring back right after the event

ALL GROUPS PLEASE INITIAL HERE\_

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Tufts Amnesty International

Engineers Without Borders

Synaptic Scholars

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## 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).

Once approved:

- Add event to group calendar

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**. **All events must be added to the group calendar once approved if they are relying on IGL funding**. This is because we need to work with other departments on campus, and they have their own deadlines. In addition, if your speakers are coming from out of town, travel prices tend to go up within a window of 21 days.

If you are planning an activity, event, or project, download, fill out, and email an [Activity Proposal Form](#) to [danielle.kaidanow@tufts.edu](mailto:danielle.kaidanow@tufts.edu) or put it on the shared drive and send the link to Danielle (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. “APFnimep092315” or

“APFsmith101315”). Please also add the form to your group’s folder on the Google drive. 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 with IGL staff. 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 a *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 Executive Director. You may also make a copy of the signed funding forms for your records.

## **3. LOGISTICS**

Work with the Program Coordinator and the Multimedia Coordinator to figure out the logistics.

1. Room reservations, catering, facilities and general supplies, consult with the Program Coordinator. To order A/V, speak with the Multimedia Coordinator.

Please note that the Program Coordinator and Multimedia Coordinator need at least **two weeks’** notice to put in orders for catering, facilities and A/V. Your group 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 student groups calendar. **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 video documentation of your activity (remember: all events needs to be photographed), event or research, meet with the Multimedia Coordinator. 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.](#)

### 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 may include submitting itemized receipts to the Program Assistant. 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 Program Assistant. If you borrowed any equipment from the IGL, return it to the Multimedia Coordinator by the agreed-upon date.

For student groups, we recommend that you make a photocopy or keep a pdf 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.

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**Synaptic Scholars**

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## Event Publicity

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

1. Designing posters (Copying posters can be done at the IGL, usually within regular business hours)
2. Putting them up in approved locations
3. Posting the event on Tuftslife.com and the Tufts University calendar
4. E-mailing the Program Coordinator with the text/photos that can be used in Facebook/Twitter posts and on the IGL website's calendar to help publicize the

event

5. Submitting an ad to the Tufts Daily, if this is in your budget, and getting an IDR from the Program Assistant (ads must be submitted 2 business days before the day they are supposed to run).
6. IGL Bulletin
  - a. Calendar 2 weeks prior for weekly bulletin + IGL website

## Posting

Each poster should include:

1. Title of event
2. Name, bio, and photo of speaker, if applicable
3. Day, date, time, and location
4. Sponsors and co-sponsors, include the IGL logo
5. 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. 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/>).

## Tufts Daily

Ads in the Tufts Daily must be in by **3pm two (2) business days** to the day of the publication. Email the ad (in the correct format and size) to [business@tuftsdaily.com](mailto:business@tuftsdaily.com), then follow up with an Interdepartmental Requisition (IDR) from the Program Assistant.

## 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.

## Online Calendars and listservs

IGL Weekly Bulletin—the Program Coordinator will include your event announcement if you add the events to the Google calendar so the Program Coordinator can include it in the bulletin. Give all relevant event details.

Other campus online calendars ([www.tuftslife.com](http://www.tuftslife.com), [www.tufts.edu](http://www.tufts.edu), [www.fletcher.edu](http://www.fletcher.edu))

IGL Program E-List ([iglprogramleaders@elist.tufts.edu](mailto:iglprogramleaders@elist.tufts.edu))

- o 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).

Email Listservs that may be applicable

- o International Relations Program
- o Community Health Program
- o Fletcher Listserve (email your event announcement to [flechtherevents@elist.tufts.edu](mailto:flechtherevents@elist.tufts.edu). If it is approved, they will send the announcement to the official listserv on the day of the event)
- o 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)

## E-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.

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## 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. All groups need to be sure that the student groups calendar is up to date with events so the Multimedia Coordinator can add them to the IGL website calendar.

The IGL is very interested in increasing its social media footprint, so we encourage you to advertise your events on the IGL [Facebook](#), [Instagram](#), and [Twitter](#) 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. The IGL also has a [YouTube](#) page.

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.

Items that need to be updated: mission statement, group members, program history, etc.

**Each year initial website content should be completed by the first week of October.** Change throughout the year should be made on an as needed basis.

## Guest Travel

There are two different ways to pay for a guest speaker's travel: the IGL can purchase the ticket or the guest can purchase his or her own ticket and be reimbursed.

If the IGL is purchasing the tickets: 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 Program Assistant 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 early as possible.

Please check flights on [www.kayak.com](http://www.kayak.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. It should also include a hotel room if the guest is staying overnight.

If the guest wants to purchase his or her own ticket:

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 \$8 (one needs to purchase a token to leave the parking lot). Please see the Program Assistant if you need tokens. The IGL Program Assistant is responsible for communicating the Tufts travel reimbursement policy to your guest. If your guest is traveling, you must give the Program Assistant the guest's contact information so that the reimbursement details can be confirmed.

## Requesting IGL Funding for Individual Research/Internship/Project

**For *international events, projects and research*, the IGL funding requests should be made at least two months prior to your proposed departure date.**

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 must provide (the form) a detailed proposal with an itemized budget and get approval for the event/idea/project. After the approval of the proposal then it's the [Funding Form](#).

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## Student Group Documents

### Annual Report **APRIL 18, 2016**

Each year, each IGL student group will be asked to submit an annual report that

summarizes that year's accomplishments.

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**.

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.)

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 18, 2016**

## 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 each semester.

**The Group Leader Surveys are due by second week in December 11, 2015 and second week in April 18, 2016.**

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## 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 space 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 Coordinator 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 Coordinator 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 either of the Directors or 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 Program Assistant. 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 on to 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.

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)

For more information, please see the Tufts A/V website:  
<http://ase.tufts.edu/its/classroomAvPricing.htm>

If you need audio services, pick one from below:

1. Single presenter at podium (basic pa and mic setup by AV services)
2. Panelists at a table (PA system with 3 (or more) table mics and a mixer)  
*Additional Option*
3. 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

( ) Simple event documentation with IGL camera ( Canon Vixia HD Cameras using camera mic with no external audio)

( ) Livestream Video using JumboCast (see more: <http://www.jumbocast.com/index.php> )

#### Photo Documentation

( ) Bring your own Camera

( ) Sign out a camera from the IGL

For more information, please see the Tufts A/V website:  
<http://ase.tufts.edu/its/classroomAvPricing.htm>

## 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, Danielle Kaidanow, 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 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 if you prefer, reimbursements checks can be held at Tufts Support Services (behind the Pearson Chemistry building) to be picked up in person.

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.

## APPENDIX C

## Student Funding Resources - a student worker can call around to update

- **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:*

- o **Citizenship and Public Service Scholars** (for current Tisch Scholars) **International**
- o **Somerville** (with one of eight local host agencies)
- o **Conference of Mayors** (internship with a mayor of a U.S. city)
- o **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).*

- o **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](mailto: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/ir/>) 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:*

- o educational or training workshops*
- o lectures*
- o speaker programs*
- o library forums*
- o 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.*