



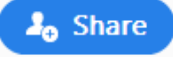
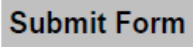
UNIVERSITY of HAWAII®
HAWAII
COMMUNITY COLLEGE

Faculty Experiential Event Funding Request Guidelines

I. FUND INFORMATION

- A. Sonomura/Community Fund for Practical Experience at Hawai'i Community College
- B. Expendable Account # 126-2820-4
- C. Requests should be to provide financial assistance to students participating in faculty-initiated projects which offer curriculum-specific practical experience at Hawaii Community College. Funds shall be used but not limited to costs associated with attendance (e.g. tuition, books, fees, etc.), study abroad, field trips, competitions, etc.

II. FUNDING PROTOCOL

- A. Eligibility Protocol
 - 1. Hawai'i Community College must be students' home campus.
 - 2. Students must be in a declared certificate or degree program.
 - 3. Funding request from \$10-\$250 per student participant per experiential event.
 - 4. Request received from Faculty, Department or Division Chair, Dean, Vice Chancellor for Learning or designee.
 - 5. Request has received support approval of at least one person in their chain of command.
 - 6. Funding will benefit students participating in the experiential event arranged or approved by a faculty member.
- B. Application Process
 - 1. Timing
 - a. Requests should be made by the first two weeks of each semester to provide accurate information on the request form.
 - b. Beyond the first two weeks of each semester, requests may be considered if funds are available.
 - 2. Complete and submit an electronic Faculty Experiential Event Funding Request form. Found on-line under Resources for Faculty and Staff/Teaching Resources or . Form must be opened in Acrobat to complete.
 - a. Provide a copy of event information (upload to request form).
 - b. Provide detailed written justification for event.
 - c. Provide approval of at least one supervisor by sharing the form for signature by clicking on the  button in the upper right hand corner.
 - d. Once signature approval is attained, press the  button at the bottom of the form.
 - e. **Be aware that receipts must be submitted in a timely manner following event if not invoiced prior to event.**

