

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 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.

- f. Be aware that Thank You letters should be completed after event and prior to the end of the semester addressed to the fund grantor submitted through the Chancellor's office or designee.
- 3. Awards will be determined by October 1st for Fall and February 15th for Spring.
- 4. The Chancellor will designate a point-of-contact designee for the fund to route requests through (e.g. Student Recognition Committee or Scholarship Committee).
- C. Approval Process for request
 - Chancellor designee receives thoroughly completed electronic Faculty Experiential Event Funding Request form with one approval signature.
 - 2. Award funding by sending notification email to requester to submit receipts or invoice.
 - 3. Sign off on the request.
 - 4. Follow through on funding process and thank you letters.
- D. Funding Reimbursement Process Options
 - 1. Invoice from vendor (preferred) listing all student participants and the dollar amount of designated request.
 - 2. Reimbursement direct to student after providing receipts (non-taxable). May take 4-6 weeks.
 - 3. Via Banner as an award to student (may be taxable) (e.g. tuition, books, fees, etc.).
- E. The Secretary to the Vice Chancellor for Learning or Chancellor's designee will work with the UHF to process paperwork for reimbursement/awarding of the Faculty Experiential Event fund.
 - Invoice from vendor received complete check request and send to UHF for processing.
 - 2. Receipt from students received complete check request and send to UHF for processing.
 - 3. After event, designee follows up to ensure that funding was processed in a timely manner.

III. REVIEW PROCESS

- A. These guidelines shall be reviewed and updated at the end of each fiscal year, as appropriate to maintain best practices.
- B. The Chancellor, in consultation with the Vice Chancellor for Learning and Department Chairs and other interested parties, shall review the funding protocol for the Faculty Experiential Funding Request at the end of each fiscal year and make revisions as appropriate.