



Student Fee Advisory Committee
FY 2012

Please provide a one-page executive summary of your questionnaire responses. This summary should include, in brief terms: your unit's mission, how you accomplish your unit's mission, and a justification of your unit's student fee allocation in terms of benefits for students.

Mission:

The Council of Ethnic Organizations (CEO) is a multicultural league of individuals and an umbrella organization to the registered student groups at the University of Houston. We are committed to breaking the cultural barrier between the students so that they can understand each other on a deeper level. Although many of the students on campus know that our student population is very diverse, many of them do not understand any more beyond their own culture.

This is where CEO's mission comes in:

1. Promote cultural awareness to students through interactive and thought-provoking programs.
2. Encourage unity among students through partnership and collaborations in programs.
3. To be of assistance to any organization that is registered with the University of Houston.
4. Provide opportunity for involvement for both individuals and student organizations.
5. Guide students to become better leaders for themselves and their organizations.
6. To encourage students to become more active in the University of Houston community.

Objectives to fulfill our mission:

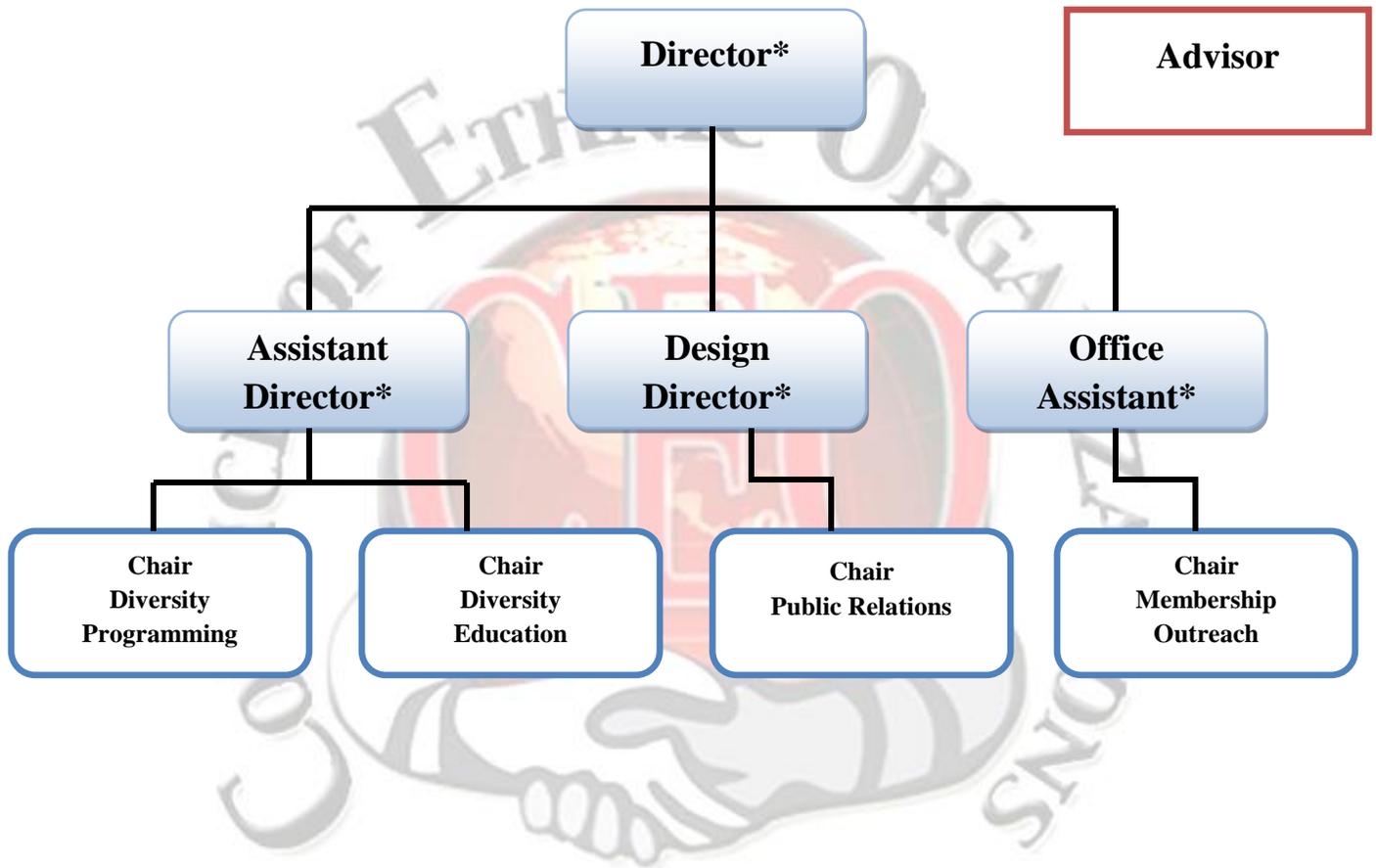
1. Designing innovative cultural programs that are geared towards the interest of students in order to encourage the student population to attend and become more involved with events on campus.
2. Encouraging students to co-sponsor an event with CEO and also pushing for students to work with one another in collaborations.
3. Offering co-sponsorship, equipment, supplies, and assistance for registered student organizations.
4. Giving students the opportunity to develop their own programs.
5. Offering students the opportunity to volunteer in CEO through Chair positions or within committees.
6. Creating programs for students according to their interest and at the hours that they are able to participate.

Justification:

We are the only multicultural organization dedicated to designing programs to help students gain awareness of other cultures. We consider ourselves to be a very diverse campus, yet at times, people still judge and stereotype. Of course this may never be eliminated, but CEO wants to dedicate its time and resources in the attempt to rid this. Also, CEO is unique in that we strive to help students understand their roots, but also open their minds to understanding something beyond their own culture. It is not the color of the skin or the origin of a student's background, but the acceptability of others that creates diversity.

QUESTION 2

Provide an organization chart of your unit. Large Units may need to have an overview chart and then more specific charts for each program. Where you have multiple staff in the same position (e.g. counselor, custodian, etc.), note this on your chart. Student employees should be cited on the chart and identified as students.



* Denotes paid position from CEO Budget

List the objectives that you provided with you 2009-2010 SFAC request. Please comment on your success in achieving these objectives. If an objective changed during the year, please note this and explain. Also, list any new objectives, the rationale for the addition, and comment on your success in achieving these objectives.

Objective 1

I. Increasing membership for CEO

- a. **Plan of action:** Creating new programs to keep track of individual students and student organizations. This includes a more developed database and point system.
- b. **Status:** Achieved/Ongoing
- c. **Student Organizations registered with CEO:** 35
 - i. A developed point system was created to keep track of how active these organizations were within CEO.
 - ii. The Vietnamese Students Association was ranked 1st in being the most active organization.

Objective 2

I. Create and/or enhance partnerships with various cultural student organizations outside of the UH community

- a. **Plan of action:** To get cultural student organizations outside of the University of Houston to participate and attend our events
- b. **Status:** Not Achieved
 - i. This objective will not be ongoing because we understand that the funds that we are receiving from SFAC are solely for the purpose of student programming at the University of Houston.

Objective 3

I. To be in high visibility throughout the year

- a. **Plan of action:** Develop a new method of marketing CEO.
- b. **Status:** Achieved/Ongoing
 - i. Creating a CEO Group Page and a CEO Friend Page
 1. CEO Group Page: 200 Friends
 2. CEO Friend Page: 200 Friends
 3. Facebook invites were posted for each event that CEO Programmed.
 - ii. Setting up a Twitter account so that students are always updated on events that CEO has upcoming and encouraging students to follow us on Twitter.
 1. Twitter: 175 followers
 - iii. Revised the original CEO Logo.
 - iv. Designed banners that were placed at the UC Arbor to attract more students.
 1. Listed the name of our organization, web address, phone number, and email address of CEO.

Objective 4

I. To establish a better relationship with International Students

- a. **Plan of action:** Working with the International Students & Scholars Service Office and interacting with international students.
- b. **Status:** Achieved/Ongoing
 - i. CEO participated in ISSSO's International Week
 1. Opening Ceremony-November 16, 2009
 - a. Showcasing international initiatives across the campus.
 2. Study Abroad Program-November 17, 2009
 - a. An event to promote Study Abroad programs to domestic students and helping them gain awareness of those opportunities.
 - b. Brown Bag Lunch
 - c. Staff and students were invited to bring their lunches and were given the opportunity to talk about their experiences of becoming a citizen of America.
 3. International Student Forum-November 17, 2009
 - a. A discussion panel discussing the scholarship opportunities for International students.
 4. International Fall Reunion-November 17, 2009
 - a. An event that enabled faculty members to teach international students about U.S. holidays and customs.
 - b. Encourage students to meet new friends and others from their home country or other parts of the world.
 5. International Festival-November 18, 2009
 - a. A display of different cultures through foods and drinks.
 - b. Collaborated with fee-funded organizations such as SGA and also other registered organizations at the University of Houston.

Please discuss the means that you are utilizing to evaluate both our success in achieving the aforementioned objectives and their importance as compared to other objectives that you might pursue. Where data exist, discuss the number of persons served by each of your programs and the satisfaction level of those served. Please provide the method for collecting these data.

The Council of Ethnic Organization uses various methods to monitor the programs that we develop in order to accomplish our objectives.

1. CEO events and CEO co-sponsored events are evaluated by the executive board before, during, and after the program in our bi-weekly executive board meetings.
2. During bi-weekly general meetings, we ask for physical feedback from the students.
3. A new survey is being implemented to ask attendees for their feedback on CEO events and CEO co-sponsored events (Appendix C). We use the information on the surveys to help us in planning out future programs.
4. We require individual member and student organization to sign in at each general meeting and program that we produce to receive points. This encourages the students to attend and participate in more events.
5. We also keep track of:
 - a. The amount of students that attend our events with a counter
 - b. How often our equipment is being utilized (Appendix D).
 - c. The amount of supplies being used (Appendix E).
 - d. How often our computers are being utilized.
 - e. The amount of copies made using CEO copier machine by student organizations.
 - f. The amount of designs/hours that our Design Director spends on creating designs for student organizations in CEO (Appendix A)

**Included on the following page is numerical data for bullet number five (5).

5a. Number of attendees for CEO events and Co-sponsored events from Spring 2011-Current:

Date of Event	Event	Executive Member in Charge	Number of Attendance
Feb. 2, 2010	Asian Spring Festival	NA	Approx. 300
March 26-28, 2010	Frontier Fiesta: Carnival	NA	Approx: 1000
April 13, 2010	Women of the World Banquet	NA	250
August 25, 2010	Cat's Back	All of executive board	200
August 31, 2010	Outdoor Movie Festival with SVN	Anna, Jonathan, Tam, Tijanna	47
Sept. 13, 2010	CEO Organization Fair	Anna, Jonathan, Jared	63
Sept. 14, 2010	Cultural Movie Night	Anna, Jonathan, Daniella, Tam	11
Sept. 15, 2010	1 st CEO General Meeting	Anna, Jonathan, Daniella, Tam, Claire	75
Sept. 16, 2010	Hispanic Heritage Month Celebration with Lambda Theta Phi	Anna, Jonathan, Daniella	239
Sept. 24, 2010	UH vs. UCLA Watch Party	Anna, Jonathan, Tam, Claire	250
Sept. 29, 2010	2 nd CEO General Meeting	Anna, Jonathan, Daniella	33
Oct 4, 2010	Horchata Tasting for Hispanic Heritage Month	Anna, Jonathan, Jared, Daniella, Claire	243
Oct. 4, 2010	Will and Company Event	All of executive board	100
Oct. 8, 2010	UH Family Weekend	Anna, Jonathan, Daniella, Tam	100
Oct. 13, 2010	3 rd CEO General Meeting	All of executive board	76

5b. Number of times equipment is rented by student organizations registered with CEO:

<u>EQUIPMENT</u>	<u>HOW OFTEN IT IS RENTED</u>
Popcorn Machine	3
Snow Cone Machine	4
Cotton Candy Machine	3
Tent	3
Cooler	6
Speakers	1
Projector	1

5c. Amount of supplies requested by student organizations registered with CEO.

<u>SUPPLIES</u>	<u>HOW OFTEN IT IS REQUESTED</u>
Banner paper	13
Paint	12
Flossine (52 oz)	3
Snow Cone Syrup (1 Gal)	3

5d. Amount of hours the public computers in our office is being utilized by student organizations and individual members registered with CEO:

CEO COMPUTERS:

<u>COMPUTER</u>	<u>HOURS</u>
Computer 1	5 – 6 hrs/week
Computer 2	7 – 8 hrs/week

5e. Total amount of prints by student organizations registered with CEO:

CEO COPIER:

<u>Copier Machine</u>	<u>Prints</u>
Xerox Workcentre 7232	2006

5f. Amount of hours spent per design requested by student organizations registered with CEO:

DESIGNS OUTSIDE OF CEO:

<u>ORGANIZATION</u>	<u>HOURS SPENT PRODUCING DESIGN</u>
NSA	6-8 Hours
Cougars on Campus	6-8 Hours

Please discuss any budget changes experienced since your last (FY2011) SFAC request, their impact on your programs, and your reason for implementing them. SFAC recognizes that some programs did not receive funds that they requested, that some programs were impacted by additional expenses after the conclusion of the budget cycle, and that some programs may be ahead of or behind their self-generated income projections. In addition, if your unit concluded FY2010 with a Ledger 3 Fund Equity balance, please describe the conditions which caused the fund balance.

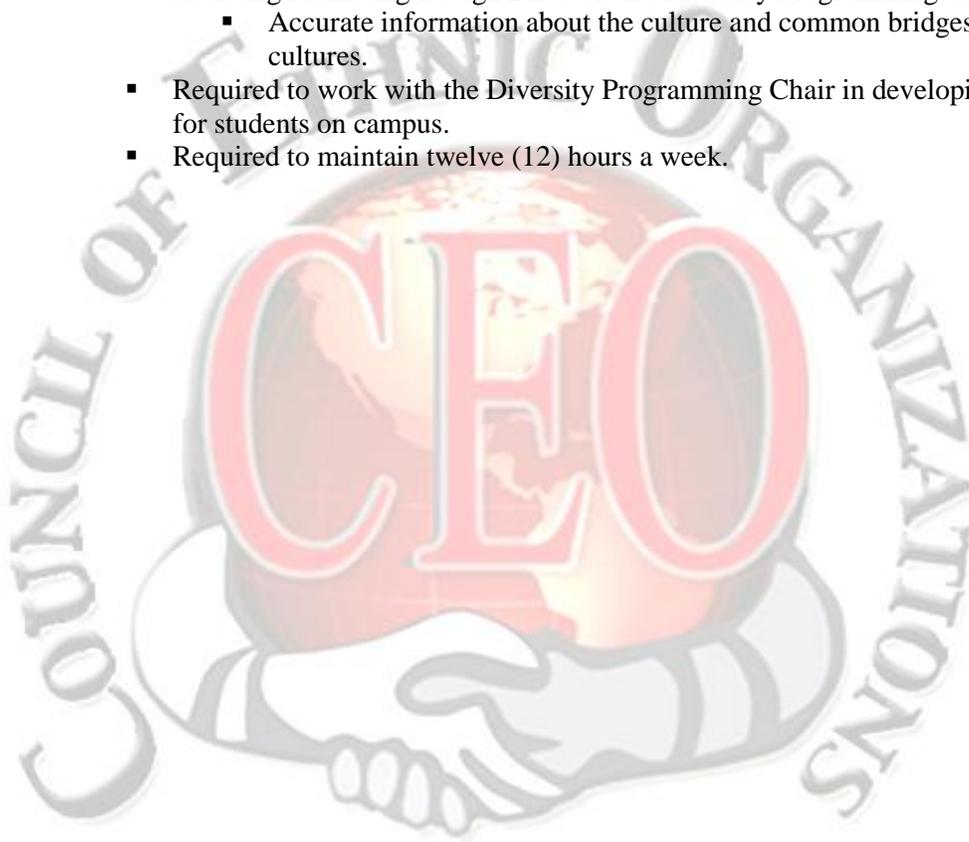
The FY 2010 Fund Equity balance:

- The reason CEO had a balance of \$6,699.80 is because our finance coordinator advised us to allocate between 5.0-7.0% for administrative charges.
- Also, the charges for the Women of the World Banquet was not deducted from the FY 2009-2010 budget, but was deducted from the 2010-2011 budgets.

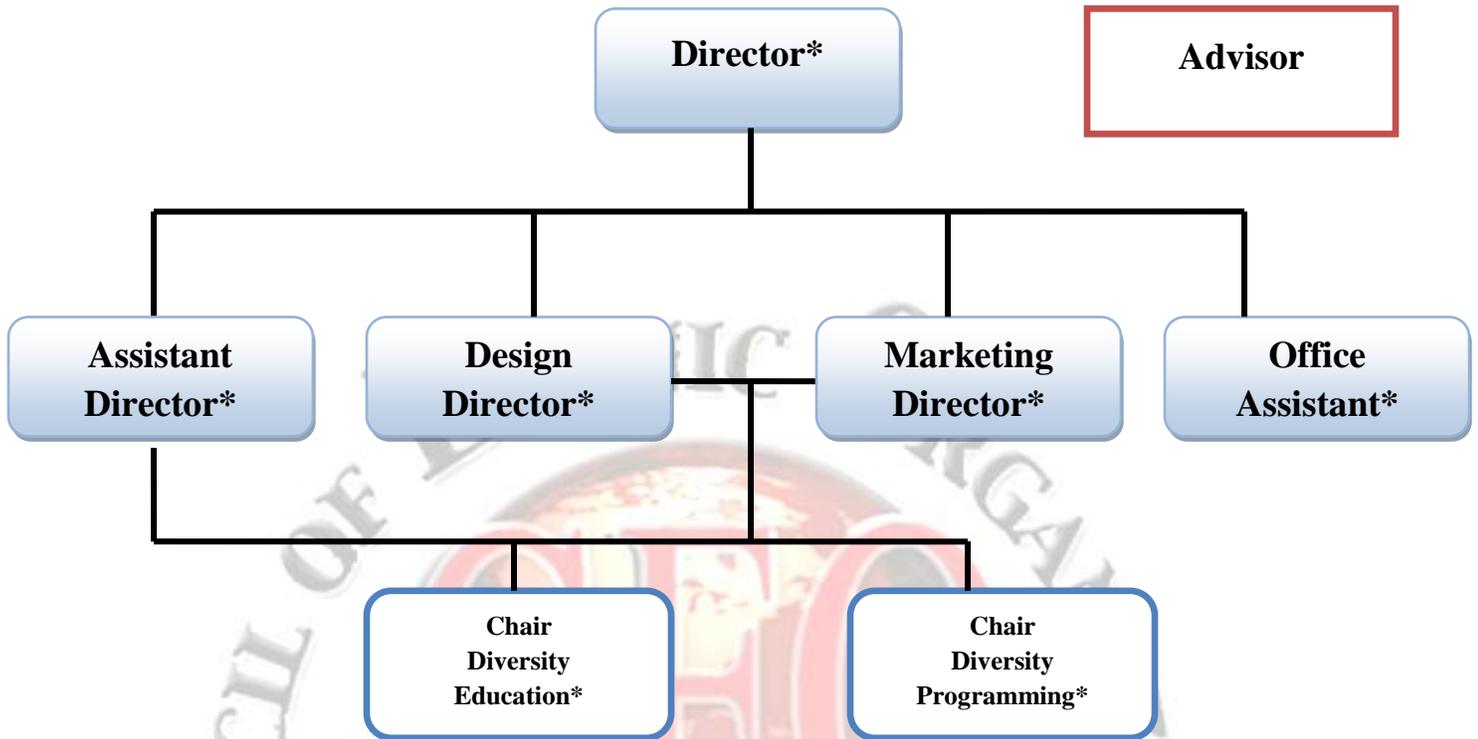
CEO currently has 8 members in the executive board developing programs and running CEO. We are also assisting student organizations that are under our umbrella through development of programming, advertisement, and co-sponsorship. Out of our 8 members, 4 of them are chairs and are only required to be in the office for 2 hours a week per chair. We need additional executive board members to be committed a minimum of 12-15 hours a week per position. We would like to request an increase in base funding for the daily operations of CEO. The purpose of FY 2010-2011 One-Time Allocation:

- Provide funding to our monthly paid position with a budget salary of \$6,499.84.
 - **Marketing Director** (Appendix F)
The Marketing Director works alongside our Design Director to provide effective advertising and promotions. Marketing Director is responsible for:
 - Proper advertisement of CEO events throughout the University of Houston.
 - Proper advertisement of events for organizations under the umbrella of CEO throughout the University of Houston.
 - Responsible for updating our social networks.
 - Work with the Design Director and the Diversity Programming Chair to coordinate various events.
 - Maintain and update website for CEO and student organizations programs
 - Develop a system of delivering advertisements
 - Basic calendar and to do lists as to when to begin advertising events
 - Maintaining fifteen (15) hours a week during which student(s) may be able to access him/her.

- Provide funding to our monthly paid chair positions with a budget salary of \$4,536.41 for each student leader.
 - **Diversity Programming Chair** (Appendix G)
Diversity Programming Chair is responsible for:
 - Developing professional programs under CEO.
 - Designing programs for student organizations under the umbrella of CEO.
 - Assisting Marketing/Design Director and Diversity Education Chair
 - Required to maintain twelve (12) hours a week.
 - **Diversity Education Chair** (Appendix H)
Diversity Education Chair is responsible for:
 - Researching different ethnic backgrounds
 - Assisting Marketing/Design Director and Diversity Programming Chair
 - Accurate information about the culture and common bridges with diverse cultures.
 - Required to work with the Diversity Programming Chair in developing programs for students on campus.
 - Required to maintain twelve (12) hours a week.



REVISED ORGANIZATION CHART



* Denotes paid position from CEO Budget

Please list your 2011-2012 objectives in priority order. Larger units may wish to group your responses by subprogram. Under each objective, state the specific programs, activities, and/or services that you plan to implement to meet your objectives.

2010-2011 Objectives

Objective 1: Design culturally innovative programs geared towards the interest of students

I. Plan of action:

- a. Plan events in advance
 - i. Goal: a minimum of four (4) CEO Programs per month.
 1. One main event and three smaller events
 - ii. During our bi-weekly executive board meetings, we brainstorm for monthly events.
 - iii. Deadlines are required for every aspect of an event to ensure that it will follow through.
 - iv. Creating to-do lists, checklists, and time schedules for each event to ensure that it will run smoothly.
 - v. Effective communication among the executive board to ensure that everyone understands what is going on and that we are all on the same page.
- b. Survey the interests of the students at the University of Houston.
 - i. Review the interest of the students listed on the individual membership application.
 1. There is a section that states what culture they would like to see more on campus and certain activities that they would like to see take place
 - ii. Utilizing our survey forms for CEO events and CEO co-sponsored events (Appendix C).
 1. This lets the attendees rate how well the program went and what CEO could do to make it better.
 - iii. In our bi-weekly general meetings, personally ask each member their opinions regarding previous and future events.
- c. Encourage the ethnic organizations to collaborate with CEO so that we can create programs that are culturally sound. These ethnic organizations understand their culture best and working with them will help us in providing a program that portrays cultures in a more precise manner.
 - i. During our bi-weekly general meetings, we discuss the possible events that can take place.
 - ii. Review and notify students that CEO can help them financially in an event (co-sponsorship).
 - iii. Personally seeking each student organization and stating our benefits and how we can help them with programming.

- d. Programs planned for 2010-2011:
- i. **“The Longoria Affair” with Center for Mexican American Studies**
 1. Date: *October 27, 2010/ 6:00 p.m.*
 2. CEO will be co-sponsoring an event with the Center for Mexican American Studies. “The Longoria Affair” is a movie about Mexican American veterans and the fight for civil rights. The event will be held at the Gerald D. Hines college of Architecture.
 - ii. **Haunted House at the Recreation Center**
 1. Date: *October 28, 2010/3:00pm-6:00pm*
 2. Individual members will volunteer in costume participation and interacting with other attendees of the event by “scaring” students in the haunted house.
 - iii. **Day of the Dead**
 1. Date: *November 2, 2010/11:00am-1:00pm*
 2. A Hispanic tradition in which members create an altar in memory of a person who has passed away. Items that are related to the person who has passed away is usually placed or given out during this event. For example, Frida Kahlo enjoyed sweet bread and coke, so we will be handing these items out during this event. We would like to incorporate this idea into other cultures, so we will be collaborating with the organizations listed below:
 - a. Anime no Kai
 - b. Chinese American Language Communication Organization
 - c. Chinese Students Association
 - d. Delta Phi Omega
 - e. Vietnamese Students Association
 - iv. **Cultural Fashion Show and Organization Fair**
 1. Date: *November 4, 2010/11:00am-1:00pm*
 2. A cultural mini fashion show will be taking place at the University Center Arbor. Different cultural attires will be represented as they walk down the stairs at the UC. After the fashion show, there will be an organization fair so that different student organizations can promote their organization.
 - v. **Diversity through Attire**
 1. Date: *November 4, 2010/4:00pm-5:30pm*
 2. During Cat’s Back, CEO’s green screen with Pictures around the World was so successful, that we wanted to bring it back again this semester. We are also including cultural costumes that we will be renting from a nearby vendor. Students will be allowed to try on the costume and take pictures in front of the green screen with pictures of any place around the world.
 - vi. **Henna Tattooing with PSA**
 1. Date: *November 8, 2010/12:00am-2:00pm*

2. CEO will be collaborating with the Pakistan Students Association in an art called Henna Tattoo. Students from PSA will be drawing various designs on students' hands. We will also be giving out fliers with information regarding what a henna tattoo is and the purpose of it.

vii. International Explosion

1. Date: *November 10, 2010/7:00pm-9:00pm*
2. A cultural talent show between the registered student organizations and individual members. Performances will be given 5-10 minutes to portray their culture through various dances, skits, and song. The expected attendance for this event is between 500-1000 students.

viii. Sushi Lesson with CEO

1. Date: *November 16, 2010/4:00pm-5:30pm*
2. We will be bringing in a professional chef to teach students how to make sushi. We will be supplying the students with their own materials so that they can practice making sushi themselves. During the lesson, the chef will also discuss the history behind sushi and all materials possibly used in sushi.

ix. International Marketplace

1. Date: *November 17, 2010/11:00am-2:00pm*
2. This event will include 10-15 different registered organizations on campus, in which they will sell cultural foods and drinks. Some organizations will also be selling jewelry, clothing, and other items. Students will be able to try things from around the world in the Butler Plaza
3. Participating organizations as of now:
 - a. Delta Phi Omega
 - b. Indian Students Association
 - c. Armenian Students Association
 - d. Vietnamese Students Association
 - e. International Students Services Organization

x. Fee-Funded Mixer

1. Date: *November 30, 2010*
2. Collaboration with other fee-funded organizations to showcase our diversity. We will also encourage students to join the other organizations/run for a position

xi. Diversity Photos with Blaffer Gallery

1. Date: *TBA*
2. CEO will be creating a mini-art show with artwork displaying what diversity means to students. We will be giving students the opportunity to enter their photos and artwork to CEO as a part of our event. This artwork will be created by students and will be displayed for students to see at an opening event.

xii. Asian Spring Festival

1. Date: *TBA*

2. We plan on celebrating the Asian culture during Chinese New Year. We will be setting up an organization fair for Asian related organizations. There will also be the traditional lion dance and cultural music played. We also want students to taste foods relating to Asian culture, so we will be giving out samples of different Asian foods and drinks.

xiii. Participate in Frontier Fiesta

1. Date: *TBA*
2. We plan on putting together a variety show for the event. Our goal is to bring diverse and innovative programming to Frontier Fiesta.

xiv. Women of the World Banquet

1. Date: *TBA*
2. In memory of the University of Houston's first African American female president, we put together the Women of the World Banquet. Several student organizations will perform throughout the banquet.

xv. Black History Month

1. Date: *TBA*
2. Month long of events relating to African American culture. We will be working with NAACP, BSU, NSA, and ESA.

Objective 2

I. Increase individual and organization membership

Plan of action:

- a. Create a numerical goal and a date in which we should reach it.
 - i. Goal for Fall 2010: 80 Organizations/200 individual members
 - ii. Goal for Spring 2011: 150 Organizations/400 Individual members
 1. Monitor the progress and come develop action plans to resolve any possible shortfalls.
 - a. Organizations: Currently we have 54 registered student organizations that are also registered with CEO.
 - b. Individuals: Currently we have 215 individual members.
- b. Compile a list of general meetings that student organizations have for Fall 2010 and Spring 2011.
 - i. Attend these meetings and discuss details about CEO and the benefits that we have to offer.
 - ii. Create a system in which 1 or 2 of the executive boards must attend those general meetings to talk about CEO's mission.
 - iii. Have executive board know what they are "selling"
 1. Every executive board member in CEO should completely understand CEO's mission and goals so that they can better describe it to future members.
- c. Attend events that the student organizations' host.

- i. Show the support of CEO and to talk to future organizations about benefits for joining CEO.
 - ii. Helps keep CEO updated with events that have occurred on campus.
- d. Attend other fee-funded organization events/meetings so that we can talk about CEO's overall mission and the benefits of joining CEO.

Objective 3

- I. To be highly visible to the University of Houston students and community throughout the 2010-2011 academic year.

Plan of action:

- a. Create a new banner for CEO
 - i. Details regarding CEO have changed and we needed to update our banner.
- b. Keep in touch with students through Facebook and Twitter
 - i. Facebook: Currently we have 261 friends on our Facebook Group Page, and 439 friends on our Facebook Friend Page.
 - ii. Twitter: Currently we have 222 followers on Twitter.
- c. Establish more relationships with other college departments
 - i. Currently we have had meetings with the following departments:
 1. Mexican Studies Department
 2. Hispanic Studies Department
 3. African American Studies Department
 4. International Students & Scholars Services Office
- d. Attend student organization general meetings and events so that we can show CEO support and also reach out to future individual members and organizations.
 - i. Vietnamese Students Association
 1. General Meetings
 2. Games Room Social
 - ii. Chinese Students Association
 1. Bone Marrow Drive
 - iii. Lambda Theta Phi
 1. Hispanic Heritage Month Celebration
 - iv. Student Program Board
 1. General Meetings
 2. Hypnotic
 - v. Allied Health Professional Society
 1. General Meetings
 - vi. Student Video Network
 1. Outdoor Movie Festival
 - vii. We want to take advantage of spaces and populations across campus, so CEO will be hosting events at the Recreation Center, the Satellite, in Lynn Eusan Park, and in the Residence Halls.
 - viii. Collaborating with other fee-funded organizations

1. So far, we have worked with Frontier Fiesta, SPB, SVN, and Homecoming for the UH vs. UCLA Watch Party on September 24, 2010.
- e. Co-sponsorship with student organization under the CEO umbrella
 - i. Goal is to co-sponsor 2 events per month.
 - ii. As of now:
 1. Hispanic Heritage Celebration Kick Off with Lambda Theta Phi
 2. Flood Relief Banquet with UNICEF
- f. Participate in Center for Student Involvement events
 - i. We have participated in the organization fairs so that we can promote CEO to incoming students.
- g. Purchasing useful promotional items with the CEO logo placed on it.
 - i. To promote CEO.
- h. Develop marketing strategies for events
 - i. Fliers, handbills, posters of events
 - ii. Facebook Invites
 - iii. Twitter
 - iv. Word of Mouth
 - v. Marketing in advance (typically done 2 weeks prior to event).

Objective 4

- I. Help larger student organizations continue to grow, and smaller and newer organizations develop.

Plan of action:

 - a. A budget of \$1,500 is set aside each month for student organizations registered with CEO for programming.
 - i. Each organization under our umbrella is eligible for \$2,000 for the academic school year.
 - b. Students are able to utilize our Design Director.
 1. Our Design Director can help student organizations create design for their programs.
 2. Student Organizations must complete a Request for Advertisement Form (Appendix A).
 - c. Compile a list of the registered student organizations at the University of Houston
 - d. Set up an organizational meeting each semester.
 1. Contact organizations to attend this meeting so that CEO can inform them of the benefits of being in CEO.
 2. During this same meeting, ask them what other changes they would like to CEO, or what other assistance they may need.
 - e. Market the equipment that CEO has available for them to rent out (Appendix D)
 - f. Market the supplies that CEO has available for them to use (Appendix E)
 - g. Market other resources that CEO has to offer:
 - i. Computers
 - ii. Copy machine

iii. Advice on programming

h. Set current office hours

i. They are able to reach us and contact us when they do need assistance.

i. Encouraging collaboration among older and newer organizations

Objective 5

I. Offer programming and volunteering opportunity for individual members.

Plan of action:

a. Utilize our Program Outline form (Appendix B)

i. Encourage students to create and develop their own programs that they feel are useful for the student population on campus.

b. Creating separate committees for events so students can volunteer and run their own program.

c. At our bi-weekly general meetings, we will deliver a list of areas they are able to volunteer in.

i. Haunted house at the Recreation Center

ii. International Explosion

iii. International Marketplace

d. Utilizing our bulletin boards displayed outside of our office.

i. Board 1: Lists the basic details regarding CEO and our mission

ii. Board 2: A monthly calendar listing all of the upcoming events that CEO has to offer

iii. Board 3: Displays information regarding membership points for individuals and organizations.

Objective 6

I. Effective communication between executive board members and individual members and organization.

Plan of action:

a. Update executive board members with any events that do take place

i. With any changes that do occur, always let the others know what is going on so that they understand it, and so that they can help explain it to others outside of CEO.

b. Have a hard copy/electronic copy of any changes made

i. Reservation copies

ii. Electronic mail

c. Personally inform the members of any changes made

What are the other possible sources of funding available to your unit and what efforts are being made to access them (e.g. grants, donations, etc.)?

The Council of Ethnic Organizations is run and operated by student fees. For this reason, all CEO events are free to University of Houston students and organizations that want to actively participate and does not solicit funds from the University of Houston or the surrounding community.



QUESTION 8

Please describe any overlap between your unit and any other unit(s) providing services to students and the rationale for the overlap.

There is no overlap between us and any other student organization at the University of Houston.





COUNCIL OF ETHNIC ORGANIZATIONS

Request for Advertisement

Name: _____

Organization: _____

Email: _____

-----~~Event~~-----

Event Flyer [4x6] (Single/Double)

Poster [7x11]

Description of what is needed (Please be very thorough!) _____

Date: _____

Title: _____

Time: _____

Location: _____

PLEASE READ:

- Ideas must be submitted **4 weeks** in advance.
- We do not charge for the design.
- **We do not pay for the production** (fliers, handbills, etc).
- Must be signed by Marketing Director before it can go through

Chairperson Signature

Approval by Marketing Director Date

**** (You are responsible for the information relayed to us. If the information is written incorrectly, it will be displayed incorrectly, so make sure your information is correct before you turn in this form. Also make sure the contact/send information is correct.)***

Appendix B



Council of Ethnic Organizations
63 University Center
Houston, TX 77204-3031
713/743-5190

Program Outline

Must be submitted 4 weeks prior to event

Program Name: _____

Proposed by: _____

Projected Date: _____ **Time of Event:** _____

Location: _____ **Rain Location:** _____

Estimated Attendance: _____ **Is this event a collaborative event?** _____

Program Proposal:

Program Schedule:

Time
Detail

Item Information:

Item	Description

Appendix C



Council of Ethnic Organizations

63 University Center
Houston, TX 77204-3031
713/743-5190

Program Survey

Name: _____ Email: _____

Program Name: _____

Date: _____ Are You A Member: Yes No

What did you think of the event (Rate from least (1) to greatest (10)):

1 2 3 4 5 6 7 8 9 10

What would you like to see at the event? _____

What do you believe CEO could have done to improve this event?

Appendix D
Council of Ethnic Organizations
63 University Center
Houston, TX 77204-3031
713/743-5190

Equipment Rental Form

Today's Date: _____

Name of Organization: _____

Name of Event: _____

Date of Event: _____ Pick up Time: AM PM

Drop off Date: _____ Drop off Time: AM PM

Circle Equipment:

- Cooler
- Cotton Candy Machine
- Overhead Projector
- Popcorn Machine
- Quad Box
- Snow Cone Machine
- Tent
- Other _____

Purpose of Equipment Rental: _____

Chairperson: _____ Phone Number _____

PLEASE READ:

1. Your organization is liable for any damages towards the equipment.
 - a. Charges will be given towards major damages.
 - b. Organization will no longer be allowed to use CEO equipment.
2. Return equipment clean.
 - a. We will supply you with cleaning supplies
 - b. Organization will no longer be allowed to use CEO equipment if not cleaned upon return.

Chairperson Signature

Approval by Authorized CEO Executive Date

CEO Executive Board (sign upon return)

Appendix E
The Council of Ethnic Organizations
Room 63, UC Underground
University Of Houston
Houston, TX 77204-3031
713-743-5190

Supply Request Form

Due to the limited amount of personnel and growing number of member groups, we ask that all supply requests be done 2 business days in advance without any exceptions.

Please PRINT

Requesting Groups: _____

(Full name, no initials)

Requesting Member (Full name): _____

Contact Number: _____

E-mail address: _____

Request Date: _____ Time: _____ am/pm

Supplies	Color
Banner Paper	
Paint	

Appendix F

U N I V E R S I T Y o f H O U S T O N



Council of Ethnic Organizations
63 University Center
Houston, TX 77201-3031
713-743-5190
Fax: 713-743-5170

Council of Ethnic Organizations **Marketing Director**

The Council of Ethnic Organizations is a fee-funded, student run organization that is committed to promoting, advancing, supporting, and increasing the level of cultural awareness and ethnic diversity at the University of Houston.

Position Description

The Marketing Director is responsible for the advertising end of the organization. The Marketing Director's responsibilities shall include, but are not limited to:

- Proper advertisement of CEO events throughout the University of Houston.
- Proper advertisement of events for organizations under the umbrella of CEO throughout the University of Houston.
- Responsible for updating our social networks.
- Work with the Design Director and the Diversity Programming Chair to coordinate various events.
- Maintain and update website for CEO and student organizations programs
- Develop a system of delivering advertisements
 - Basic calendar and to do lists as to when to begin advertising events
- Maintaining fifteen (15) hours a week during which student(s) may be able to access him/her.

Qualifications

- Must be a University of Houston student enrolled for a minimum of nine (9) credit hours per each long semester in office.
- Must maintain a cumulative GPA of a 2.5 or higher to be compensated.
- Must not have a graduation date prior to May 20XX
- Must be able to attend CEO General Meetings and bi-weekly meetings.
- Must be able to work a minimum of fifteen (15) hours per week.

Compensation

- **\$466.34 per month**
- Term runs for 12 months

Appendix G

U N I V E R S I T Y o f H O U S T O N



Council of Ethnic Organizations
63 University Center
Houston, TX 77201-3031
713-743-5190
Fax: 713-743-5170

**Council of Ethnic Organizations
Diversity Programming Chair**

The Council of Ethnic Organizations is a fee-funded, student run organization that is committed to promoting, advancing, supporting, and increasing the level of cultural awareness and ethnic diversity at the University of Houston.

Position Description

- Developing professional programs under CEO.
- Designing programs for student organizations under the umbrella of CEO.
- Assisting Marketing/Design Director and Diversity Education Chair
- Required to maintain twelve (12) hours a week.

Qualifications

- Must be a University of Houston student enrolled for a minimum of nine (9) credit hours per each long semester in office.
- Must maintain a cumulative GPA of a 2.5 or higher to be compensated.
- Must not have a graduation date prior to May 20XX
- Must be able to attend CEO General Meetings and bi-weekly meetings.
- Must be able to work a minimum of twelve (12) hours per week.

Compensation

- **\$343.20per month**
- Term runs for 12 months

Appendix H

U N I V E R S I T Y o f H O U S T O N



Council of Ethnic Organizations
63 University Center
Houston, TX 77201-3031
713-743-5190
Fax: 713-743-5170

Council of Ethnic Organizations
Diversity Education Chair

The Council of Ethnic Organizations is a fee-funded, student run organization that is committed to promoting, advancing, supporting, and increasing the level of cultural awareness and ethnic diversity at the University of Houston.

Position Description

- Diversity Education Chair is responsible for:
- Researching different ethnic backgrounds
- Assisting Marketing/Design Director and Diversity Programming Chair
- Accurate information about the culture and common bridges with diverse cultures.
- Required to work with the Diversity Programming Chair in developing programs for students on campus.
- Required to maintain twelve (12) hours a week.

Qualifications

- Must be a University of Houston student enrolled for a minimum of nine (9) credit hours per each long semester in office.
- Must maintain a cumulative GPA of a 2.5 or higher to be compensated.
- Must not have a graduation date prior to May 20XX
- Must be able to attend CEO General Meetings and bi-weekly meetings.
- Must be able to work a minimum of twelve (12) hours per week.

Compensation

- **\$343.20per month**
- Term runs for 12 months