

# **University of St Thomas Lectures Committee (ULC)**

## **Cooperative Programming**

### **General Information**

#### **Funding Requirements:**

1. ULC will consider funding up to 75% of the lecture.
2. ULC will not fund more than \$3000 on any one event.
3. Lectures under \$500 may be considered for 100% funding by ULC.

#### **Lecture Requirements:**

1. Event must be non-exclusionary and campus-wide.
2. Event must benefit the UST community.
3. Promotional materials must include the ULC name and logo. The Committee will provide the logo. An 8.5x11" poster requires a 1x3" ULC logo space; the 11x17" poster requires a 2x4" ULC logo space.
4. Promotional materials must be reviewed by the ULC chair before printing and distribution.
5. Event must follow the considerations for Presenters and Topics in order to be considered for cooperative funding.

#### **University Lectures Committee Considerations for Presenters and Topics**

1. The University Lectures Committee seeks to support and compliment the mission of the University of St. Thomas through enhancing one or more of the following elements in the mission through presenters and/or topic
  - Develop morally responsible individuals
  - Develop career competency
  - Encourage cultural awareness
  - Inspire intellectual curiosity
  - Foster Catholic identity
2. The ULC seeks presenters of significant to a specific area within the University, i.e. students, faculty, and staff.
3. The ULC seeks unique or distinguished leaders in their field.
4. The UCL seeks presenters who suit the series theme or add to the diversity of the series.
5. The UCL seeks a balance of speakers that represent diversity in gender, background and topic.
6. When proposing a possible controversial presenter or topic, the ULC will carefully examine the possible detriments and compliments to the learning environment at St. Thomas. As the ULC, we feel controversy often begins the process of understanding. The ULC will seek to find presenters who use controversy as a tool for thoughtfulness, understanding, and education rather than anger.
7. The ULC will seek testimonials from other colleges, universities of our size and stature to ensure the qualities of the presenter.
8. The ULC will be financially responsible in containing contracting presenters who will benefit the community through a variety of activities.
9. The ULC will work with the administration of the University to create a system of balance and dialogue to build understanding.

## Application Process:

Contact Person's Name \_\_\_\_\_  
Contact Person's Telephone \_\_\_\_\_  
Mail # \_\_\_\_\_  
Today's Date \_\_\_\_\_  
Date of Event \_\_\_\_\_  
UST Club or Organization \_\_\_\_\_  
Advisor \_\_\_\_\_  
Advisor's Phone Number \_\_\_\_\_

### **Step 1: Write a proposal letter to the ULC**

The ULC requires that all organizations seeking cooperative programming funds write a detailed letter about the event. All pertinent information about the event should be included. Some examples are the speaker's name and biography, the history of the event, the agency of the performer, other sponsors, the support needed from STAR, and a breakdown of the necessary funding. See attached "Contact/Cost Information" form for further guidance.

The proposal letter and this application should be addressed to the Attention of the University Lectures Chair and sent to Mail # 4024 or brought to the STAR office (MHC 110-D) **before** noon on the Tuesday of the week you are planning to attend the ULC meeting. ULC meetings are on Thursdays at noon. It also needs to be at least two weeks prior to the event.

### **Step 2: Personally request funds at a ULC meeting**

The ULC also requires all organizations seeking cooperative programming funds to send a representative to a ULC meeting, at least two weeks prior to the event. Please contact the ULC Chair or Advisor for information on the ULC meeting times and locations. This meeting allows the ULC and the organization to clear up any questions or concerns.

### **Step 3: Meet with ULC Chair or Advisor to finalize contract**

After the ULC agrees to the cooperative programming, it is the **responsibility of the organization** to contact the ULC Chair or Advisor upon receipt of the approval letter. The ULC representative and the organization representative will meet to finalize the cooperative programming contract between the ULC and the particular organization. A **copy** of this contract is found on the back of this sheet.

The organization will have **three days** from the date of the approval letter to contact the ULC and complete the contract. **Please note that without this contract all funds offered in the approval letter will be considered null and void.**

Completed application may be sent to the University Lectures Chair at Mail # 4024.

## **Contact/Cost Information**

**Attach this completed form to a letter or include this information in proposal letter**

### **CONTACT**

Contact (Host) Name \_\_\_\_\_

Telephone \_\_\_\_\_

E-Mail \_\_\_\_\_

Date \_\_\_\_\_

UST Department/Organization \_\_\_\_\_

Advisor \_\_\_\_\_

Date of Event \_\_\_\_\_

Speaker and Topic \_\_\_\_\_

\_\_\_\_\_

### **COST**

Cost of lecture \_\_\_\_\_

Other costs (travel, hotel, etc) \_\_\_\_\_

Estimated advertising costs \_\_\_\_\_

Total cost of Event \_\_\_\_\_

Contribution by your group \_\_\_\_\_

Requested contribution by ULC \_\_\_\_\_

# The University Lectures Committee Cooperative Programming Contract

2115 Summit Avenue, Mail #4024  
St. Paul, MN 55105  
Phone (612) 962-6136 Facsimile (612) 962-6360

Contract Date \_\_\_\_\_

**The University Lectures Committee shall be referred to as "ULC" and the organization involved in cooperative programming shall be referred to as "The Organization."**

The Organization \_\_\_\_\_  
Event Title \_\_\_\_\_ Date of Event \_\_\_\_\_ Time of  
Event \_\_\_\_\_ Venue / Address of Event \_\_\_\_\_

- **General Terms ULC requires for Cooperative Programming:**

- \_\_\_\_\_ The event must be non-exclusionary and campus wide.
- \_\_\_\_\_ The event must benefit the St. Thomas community.
- \_\_\_\_\_ The event does not contradict the goals of the ULC.
- \_\_\_\_\_ The event does not conflict with previously scheduled STAR or ULC events.

- **The Organization and ULC agree to the following publicity terms:**

- \_\_\_\_\_ The Organization will include the ULC name and logo on any and all publicity including posters, banners, and publications used to promote the event.

- **The Organization and ULC agree to the following payment terms:**

- \_\_\_\_\_ ULC will transfer \_\_\_\_\_ dollars into The Organization's University account number \_\_\_\_\_. \_\_\_\_\_  
ULC and the Organization will determine how the speaker will be paid.

- **Other possible terms:**

- \_\_\_\_\_ The Organization will extend invitations to interested UST students for any dinner or reception.

**All checked items in this contract shall be considered the terms of the cooperative programming.**

X \_\_\_\_\_  
ULC Representative

X \_\_\_\_\_  
The Organization's Representative