



Thank you for your interest in hosting an event with Student Life. We are happy to help support co-curricular events from a financial and logistical standpoint. We have listed the necessary steps and responsibilities below. Please also see the deadlines for the upcoming Heritage Month Celebrations.

Fund Requests come directly from the Student Life budget. Requests will be considered on a case-by-case basis based on available funding.

Speaker Fee Requests should be \$750 or less

Hispanic Heritage Month

July 28th– Event Submission & Fund Request Deadline

August 4th- Supporting Documents Deadline

Black History Month

November 30th - Event Submission & Fund Request Deadline

January 12th - Supporting Document Deadline

Women's History Month

February 2nd - Event Submission & Fund Request Deadline

February 9th - Supporting Document Deadline

Asian American Pacific Islander Heritage Month

April 12th- Event Submission & Fund Request Deadline

April 19th - Supporting Document Deadline

Caribbean-American Heritage Month

May 10th- Event Submission & Fund Request Deadline

May 17th- Supporting Document Deadline

Event Proposal Checklist

Event Approval

Gain approval from Student Life for your event and funding (if applicable) via a Heritage Month Collaboration form on <https://students.broward.edu/student-life/>. Please do not move forward with supplier communication/agreement on funding until you have Student Life approval.

Supplier Setup

Faculty/Staff Sponsor Responsibility

Once you have obtained approval from Student Life on your event/budget request, we can begin the process to pay the vendor.

- **Step 1: Instruct the vendor to register at:**
<https://wd5.myworkdaysite.com/supplier/browardcollege/1>
 - Registered Vendors will appear here:
[https://wd5.myworkday.com/browardcollege/d/task/3005\\$5483.html](https://wd5.myworkday.com/browardcollege/d/task/3005$5483.html)
- **Step 2: Collect documents from the vendor:**
 - Invoice (with Invoice number included) Make sure there are **NO** terms and conditions on the Invoice. If there are, you will have to get them to send you back this specific language:
“Yes, I (name of individual) accept Broward College’s Terms and Conditions in lieu of our own, and I warrant that I have legal power to bind (Company name) on its behalf.”
 - Certificate of Insurance -COI (with vehicle insurance info and workers comp if applicable or exclusion letter, unless the vendor is a speaker receiving under \$750)
 - Business License or Food License (if applicable)

Student Life Responsibility

Step 3: Enter the Requisition. Once the vendor is registered in Workday and we have obtained all necessary documents, we can enter a requisition.

Step 4: Vendor completes the E-Verify Process

Step 5: Continue to monitor that a PO # is issued prior to event

Marketing

Faculty/Staff Sponsor Responsibility

Please provide all the information below to culturalevents@broward.edu by the **Supporting Documentation Deadline** or your event will not be included on the calendar of events.

The information must be exactly as it will appear on the flyer.

- Event Name
- Event Description

- All presenter and host names and titles
- All applicable departmental logos
- Any headshot that you would like included on the individual flyer
 - Zoom link will be created by Student Life unless you would like to create your own

Host Event

Faculty/Staff Sponsor Responsibility

Once the PO is issued, you are cleared to market and hold the event. If a PO is NOT issued prior to the event date, the event must be postponed or canceled.

Upon successful completion of the event, a receipt must be created so that payment can be requested. You must email culturalevents@broward.edu with the vendor's invoice attached and verify that the event was successfully completed.