



Fall 2016 Fund Award Instructions

Congratulations on receiving funds from the Office of the University Chaplain! We are excited to support you in your endeavor to bring an innovative and engaging program to the communities of Columbia University. The following is a list of the OUC Kraft Family Fund requirements associated with your award, to be discussed in further detail below:

1. Invitation and Free Admission to Events
2. Event Advertisement
3. Evaluations
4. Allocation and Payments

1. Invitation and Free Admission to Events

At least one representative from the OUC will attend your event. When possible, the representative will speak briefly to introduce the event. The representative will usually be a student Chaplain's Associate. This person will notify you of his/her attendance prior to the event. When your event is scheduled, it is your responsibility to contact that Chaplain's Associate to extend your invitation. The OUC representative should NOT be charged an admission fee.

The Chaplain's Associate will remind you of the materials you should submit. Your cooperation on these matters will be important in accessing the eligibility of your group for this and future co-sponsorship awards.

2. Event Advertisement

Please include the logo for the Office of the University Chaplain as well as the logo of the Kraft Family Fund for Intercultural and Interfaith Awareness on all advertising materials for your event. Submit an electronic copy to Alex Serna-Wallender, as5303@columbia.edu. Also submit a hard copy of your advertising materials to Room 203 in Earl Hall.

3. Evaluations

Within one week of the completion of your event, a member of the group must submit an evaluation of the event. This evaluation should describe the event. You should also examine several aspects of the event, such as a certain issue that was of particular personal interest, audience feedback, logistics, follow-up plans, or the lessons imparted by the overall presentation. Photographs are particularly helpful in addition to your reflection.

4. Allocation and Payments

Your award will NOT be directly transferred into your group's account.

- If you are using a University service (e.g., A/V, Columbia Catering and Printing Services) and require a ChartString for payment, please contact Chris Conlan, Department Administrator, at cbc2153@columbia.edu or 212-854-8421 in Room 202 of Earl Hall.
- If you are using a recognized University vendor, and you require a voucher, please contact Alex Serna-Wallender, the Earl Hall Religious Life Fellow, in Room 203 of Earl Hall.
- Please write "**OUC Kraft Family Fund**" on top of all your payment requests.

Reimbursable receipts; check requests; and/or vouchers must detail your expenses. Final reimbursement is not allocated until our office receives your event invitation, advertisement, and evaluations.

Questions? Contact the Office of the University Chaplain through Alex Serna-Wallender, the Earl Hall Religious Life Fellow, at as5303@columbia.edu or 212.854.5714.

*University affiliates --Teacher's College, Union Theological Seminary and Jewish Theological Seminary-- are not eligible