Student Organization Career Event Proposal

Background To ensure that career related programs at Villanova achieve maximum success for the intended mission, career events are co-sponsored, slated, and coordinated through the Career Strategy & Advancement Office. Planning a career event can be a great way for student leaders to develop group cohesion, test leadership skills, and help all students to develop professional insights and contacts. Career Strategy partners with student groups to develop high quality career programs. **Note: **funding** should come from the organization's budget. **Organizations should submit career programs in the SBA budget process.**

Instructions for 2010-11

1. Generally, student group career events can be take place in the Fall (between Labor Day and Thanksgiving) and in the Spring (between MLK Day and the last week of classes).
2. Submit to **Assistant Dean Elaine Petrossian** (petrossian@law.villanova.edu) by deadlines:
   - **Deadline for Fall Semester events – by Tuesday September 7, 2010**
   - **Deadline for Spring Semester events – by Friday January 14, 2011**
3. *Even if you lack details,* submit your Proposal on time! Available dates fill up quickly and advance planning will improve your program! Dean Petrossian can help you refine your ideas!

Contact Information (print or type)

Date This Form Submitted: _____Organization:_____

Person Completing Form: _____ Your JD yr_____

Telephone No: _____ Position in Organization:_____

List all other organization officers working on this program:

_____

Career Event Outline (print or type)

Proposed Event Date(s): _____ Estimated No. of Attendees:___

Brief Description: _____
_____
_____
_____
_____

*Have any speakers already been contacted? If so, explain:*_____
Any other set-up steps taken so far: _____
_____

Potential Co-Sponsoring groups, other orgs, etc.:_____
_____

Does your program require funding: _____Provide details: _____

Have you requested SBA funding for this event:_____