September 25, 2015

RE: Black History Month Steering Committee

Student Organizations/Diversity Centers:

Thank you for your participation in planning Black History Month this year. In spite of having to cancel the opening ceremony due to closing of the university, it was successful. It was a pleasure working with you to provide academic, social and cultural events to the campus and wider DeKalb, Sycamore communities. The time to plan for 2016 is upon us.

Theme
In 1926, Carter G. Woodson established Negro History Week to celebrate the important contributions of African Americans, as well as other people of African descent, which is now celebrated the whole month of February. Last year’s theme was Civil Rights: History...Memory...Unity. The theme for 2016 is “A New Age of Resistance: Respecting Our History, Defining Our Future.”

Call for Proposals
The proposal form has been digitized. You can find it on the homepage of the CBS website under resources at http://www.niu.edu/blackstudies/resources/index.shtml

Please complete a form for each event you plan to sponsor/co-sponsor, which you would like the Committee to consider. Be prepared to orally present your proposal to the Committee. Please note that, once again, we are trying to avoid multiple events scheduled for one time/day and encourage student organizations/diversity centers to collaborate on proposed programming. The submission of a proposal does not guarantee acceptance.

Last year, CBS implemented an assessment component for programs. Whether or not you/your organization appeared on the calendar and provided CBS an assessment will be considered in program planning. Additionally, proposed events should address:

What is the goal/learning outcome of the program?
Who is the targeted audience?
How many do you expect to attend the event (room needed)?
If applicable, how many attended this event last year?
What assessment tool will you use, i.e., poll, survey, short questionnaire, social media data?

If CBS provides financial support to your event, but does not receive an assessment, please note that you risk future funding.
Meetings
All meetings begin at 2 pm and will be held at the Center for Black Studies, Room 112. Our first meeting is scheduled for October 2nd, 2 pm at the Center for Black Studies. The complete schedule of meeting/proposal dates follows:

<table>
<thead>
<tr>
<th>Proposal Deadline</th>
<th>Meeting Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Informational</td>
<td>2 pm, October 2</td>
<td>CBS 112</td>
</tr>
<tr>
<td>Noon, October 6th</td>
<td>2 pm, October 9</td>
<td>CANCELLED</td>
</tr>
<tr>
<td>Noon, October 13th</td>
<td>2 pm, October 16</td>
<td>CBS 112</td>
</tr>
<tr>
<td>Noon, October 20th</td>
<td>No Meeting – Homecoming Weekend</td>
<td></td>
</tr>
<tr>
<td>Noon, October 27th</td>
<td>2 pm, October 30</td>
<td>CBS 112</td>
</tr>
<tr>
<td>Noon November 3rd</td>
<td>2 pm, November 6</td>
<td>CBS 112</td>
</tr>
<tr>
<td>Noon November 10th</td>
<td>2 pm, November 13</td>
<td>CBS 112</td>
</tr>
</tbody>
</table>

This year, all rooms need to be secured the week of November 16th, THE CALENDAR WILL BE FINALIZED December 2nd so that it can be formatted, sent to the printer, and distributed before the end of the semester. I look forward to duplicating last year’s success!

Sincerely,

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Pursue the things you love doing, and then do them so well that people can’t take their eyes off you...Maya Angelou

Whether or not you reach your goals in life depends entirely on how well you prepare for them and how badly you want them...Dr. Ronald E. McNair