



Diversity, Equal Employment Opportunity Advisory Committee Grant Procedures, Objectives

Objectives:

- Advancing Cerritos College's mission and core value of diversity
- Promote the diversity and inclusion of the faculty, staff, and student populations at Cerritos College
- Create and increase awareness of diverse issues and cultures at Cerritos College
- Engage students, faculty, staff, and community members in diversity issues, events, and discussions

Procedures:

1. Complete the following:
 - a. Complete the application to explain how the event promotes diversity at Cerritos College.
Required application timelines:
 - i. No less than 90 days for third party contracts (speakers, performers)
 - ii. No less than 60 days for vendors or requests of \$1,000 or more.
 - iii. No less than 45 days prior to the event for all other requests.
 - b. Complete and submit line item budget form.
2. Submit the handout, application, and budget form to: DiversityFundRequests@Cerritos.edu
3. Requests \$1,000 or more, require a presentation to the DEEOAC to explain your event in detail.
4. DEEOAC may approve, deny, or request one resubmission with additional information before approval.
 - i. Resubmission requirements and/or timelines will be established on a case by case basis.
5. Post Event Requirements:
 - a. Submit receipts, sign in sheets, evaluation forms (provided by the DEEOAC), and any non-food items purchased with DEEOAC funds to Donna Sheibe, in the Office of Human Resource Services.