

Global Badger Experience Grant Application Form: 2018-2019 - STANDARD APPLICATION

Momoko SATO - Tue, Jan 8, 2019 4:08 PM CST
International Student Services

Contact Information ^

What is the name of your organization?

Japanese Student Association

Is your organization a Registered Student Organization (RSO) at UW-Madison? (Not sure? Check the Organization Directory)

Yes

Full name of the primary contact for this application:

Bucky XXXXX

Primary contact phone number:

XXX-XXX-XXXX

Primary contact email address:

xxxxxxx@wisc.edu

Full name of the secondary contact for this application:

Badger XXXXX

Secondary contact phone number:

XXX-XXX-XXXX

Secondary contact email address:

xxxxxxx@wisc.edu

Event Details and Accessibility**What is the official name of your event?**

JSA Spring Festival

Are you cohosting this event with another Registered Student Organization(s)? The cohosting RSO(s) need to take a vital role in organizing, managing, and/or marketing the event. A simple collaboration does not count.

No

Event type:

Cultural celebration

Event start date:

4/29/2017

Event end date:

4/29/2017

Event start time:

12:00 PM

Event end time:

4:30 PM

Where will your event be held? Please provide all information, for example: building(s), room number(s), etc.

Sonata Room (241C), Gordon Dining and Event Center

Is the location of the event confirmed and approved by all relevant authorities? For example, has permission been granted by Campus Event Services, Wisconsin Union, the Athletics Department, the Multicultural Student Center, University Housing, etc.?

Yes

I confirm that this event will not generate profit for our organization.

Yes

I confirm that this event will be free of charge and open to all UW-Madison students

Yes

Is your event open to the general public? (Non UW-Madison students, staff, faculty)

Yes

If you answered Yes, please provide the name of the department, name of contact, phone, and email below.

Department of East Asian Languages and Literature Professor Bucky Badger XXX-XXX-XXXX
xxxxxxxx@wisc.edu

Has your organization held this event before?

Yes, we have held this event before.

If this event was held in the past or this is a modification of a previously-held event, has your organization applied for GBE Grant when you held it last time? If you answer Yes, please also write down the semester in which the event was held.

Yes - Spring 2018

How many total attendees are expected at this event? (Reminder: This should be a realistic expectation, not necessarily an ideal/goal).

200

If this event was held in the past, how many people attended on average? (Reminder: Please be honest about the information you provide).

200

If your event is open to the general public (non-UW Madison participants), how many attendees are expected from the student body and the public, respectively?

Student Body - 160 Public - 40

Please see the document [Planning an Accessible Event](https://mcburney.wisc.edu/guides/planning-an-accessible-event/) on the following webpage of the McBurney Disability Resource Center: <https://mcburney.wisc.edu/guides/planning-an-accessible-event/> Will your event be accessible so that it allows for all UW-Madison students to attend and learn? What steps will you take to make your event accessible? (For example: providing accommodation, wheelchairs, sign languages) Word count: 100 - 200

We have reserved Sonata Room in Gordon Dining and Event Center as our event location. This facility is located in a well-used and well known area on campus. There are easily accessible parking lots nearby, and bike racks for those who come on bicycles. The Gordon Dining and Event Center has elevators and bathrooms on the same floor as the Sonata Room and is accessible for those with mobility disabilities. JSA officers will be standing at the entrance to ask for any assistance needed for individuals with mobility or visual disabilities. Because the room is large, JSA will place the booths near the walls of the room to allow for individuals with mobility and/or visual disabilities to walk and navigate through the event freely. This space will account for the turning radius as well as individuals who will be walking with an aid. All booths and tables will account for individuals with any disabilities, so that all individuals can freely look and interact with activities, games, or other individuals. Any interpreter or aid who attends will have a saved adequate space to help. The event will be occurring during the day, so lighting

will not be an issue. The emergency exits have signs that are easily readable. An agenda will be posted online so attendees can prepare beforehand, and programs will be printed and accessible for all with a sufficiently large font. All allergy warnings will be presented clearly at the food booth in bold font. Advertising for the event will begin a month before the event. We will advertise mainly through the internet, Facebook, twitter, and our club website. We also hope to print posters to place around campus to spread the word about the spring festival. Additionally, we hope to use email to connect to the campus community to further spread the word. All email announcements will be copied via text and pasted into the body to account for easy reading or conversion or any individuals with disabilities. Any accommodation requests will be followed up within 24 hours via email, and volunteers will be well informed and trained to represent JSA and the University.

You will be asked to include an accessibility tagline on all publicity for the event so that students who would like to request accommodation can do so with advance notice. For assistance writing an accessibility tagline for your event publicity, please see the document Accessibility Taglines for Events at the following page of the McBurney Disability Resource Center's website: <https://mcburney.wisc.edu/resources/accessibility-taglines-for-events/> Please write down your accommodation statement that will appear on your promotional materials

If you need an accommodation to attend this event or have special dietary needs, please contact Bucky XXXXXX at XXX-XXXX-XXXX or xxxxxxxx@wisc.edu.

Planning Process Details



Please describe your event. What will it consist of? What are your goals? Why are you holding this event?

Word count: 200 - 300

JSA Spring Festival is designed to educate and entertain students at the same time. Our unique cultural booths and various authentic performances will provide students with different ways of experiencing Japanese culture. For example, while a Traditional Game Booth is a place to have hands-on experience of Japanese culture, History Booth is set to lecture students verbally. In addition to these, we have booths that introduce Calligraphy, Origami, Yukata, Food, Ghibli,

Anime, and Cosplay as well. We will also expose attendees to the dancing and singing aspects of Japanese and other Asian cultures through various performances. Students is encouraged to speak with the performers to understand the musical and cultural facts of each performance. The Spring Festival is the main event offered by JSA in this spring semester. One of our missions as a cultural organization is to provide students with an experience in which they can take away ideas and cultural mindsets native to Japan. Any student and faculty who is interested in or curious about Japanese culture is the target audience of the event. This event will allow for an educational, collaborative, and hands on learning environment, where Japanese culture can be shared, understood, and applied.

How will this event benefit and/or allow for the full inclusion of international students? Word count: 200 -300

The Spring Festival will greatly benefit the Madison international community. The Madison campus community has a very small Japanese community compared to other Asian nationalities and is under-represented. With this event, we hope to spread the word about the unique aspects of Japanese culture that is not seen in other cultures around the world. Because the event will be interactive, fun and memorable, cultural knowledge and understanding from the event will produce lots of enthusiasm. Ultimately, this will broaden the spectrum of the international community at UW - Madison. Hopefully, students will give positive reviews from the event, and share among each other learned cultural facts and ideas. These will spread throughout the community and will contribute to the building of a diverse and open minded campus. This event also serves as a place for international students to meet and share ideas. We hope that the learning of new and unique cultures will engage individuals to be more interested and open minded to different ideas and nationalities.

What is your marketing plan? How do you plan on publicizing this event to achieve your attendance goals? (Example: social media, campus newspaper, poster, flyer, chalking, etc.) Please note that ISS offers free advertisement through the weekly and bi-monthly email newsletter. Please contact iss.comm@studentlife.wisc.edu for more information. Write down your marketing timeline, starting at least two weeks before your event. Word count: 200 -300

Advertising for the event will begin a month before the event. We will advertise mainly through

the internet, Facebook, twitter, and our club website. We also hope to print posters to place around campus to spread the word about the spring festival. Additionally, we will use email to connect to the campus community to further spread the word. Social Media: JSA Official Facebook & Twitter, JSA WIN website Print (poster/flyer) - Put up posters on all Dining Halls and the Japanese Information Board on 12th floor of Van Hise Other: Sending out RSO Mass Email Plan: April 1 - April 29: Create/invite participants to event on Facebook event page; Announce the event in Japanese classes offered on the campus April 10: Send out emails to JSA members April 15: Send out Mass Email April 15-29: Distribute posters at the residence halls, library, dining halls and Van Hise

How will your event achieve at least one of the following two Global Badger Experience Grant Objectives?

Objective 1) Global Engagement and Cultural Understanding. Applicants must demonstrate educational components with clear learning goals, and with the aim of expanding attendees' cultural knowledge, introducing new perspectives, and/or fostering intercultural dialogue. Examples of ways RSOs can meet this criterion include: presentations, performances and/or demonstrations with explanation as to the activity's cultural significance, introducing attendees to culturally relevant cuisine with explanation of ingredients and cultural significance, film screenings, intercultural discussions, workshops, and more. Events without clear learning components will not be considered. Objective 2) Development of International Community. The event aims to establish cross-cultural connections among students of various backgrounds through a variety of educational programs, for example, workshops, discussions, and community-building activities. Applicants must indicate concrete strategies for guided interactions and provide detailed descriptions of: How a GBE Grant-funded event will actively engage multicultural students in building an international community and creating a more inclusive campus. How the event supports multidirectional intercultural learning. The focus must be on the exchange of information and multidirectional learning. How the funded event will encourage this learning and interpersonal interaction to continue after the event is over. The presence of students from different ethnic, national, and/or cultural backgrounds at an event in and of itself does not constitute a focus on international community development. Examples include: Navigating cross-cultural discussions, facilitating icebreaker activities that allow students from different backgrounds to meet each other, intentionally creating diverse teams of students to participate in games or athletic events, etc. The GBE Grant Review Committee will look for a thoughtful explanation for how requested funds would be used to address the above-listed points, and encourages RSOs to collaborate with each other. Word count: 300 - 400

The spring festival will allow for an educational, collaborative, and hands on learning environment, where Japanese culture can be shared, understood, and applied. JSA will ensure this type of learning through the implementation of cultural booths (8 total booths) and authentic performances. Each booth will have booth leaders (JSA members and a JSA officer)

as well as Japanese objects, games, or activities in which attendees will be able to interact with. Each booth will be set up in a fashion where attendees can read about Japanese culture on a tri-fold board. A JSA member or officer will be standing next to the board to explain details as well as share personal experiences that pertain to the board. Objects and activities are placed in front of the board to allow for the interaction of each cultural aspect and the attendee. For example, JSA will prepare a Japanese Games Booth, where a trifold poster will have information regarding games that are unique to Japan. A JSA member or officer will stand by the board and talk with the attendee to explain details and jargon about the games, as well as talk about games he or she may have played during his or her childhood. Then, a game that was shown on the board will be available for use in front of the board. In this fashion, each board will allow for individuals to learn about each aspect of Japanese culture, and then directly relate to it by interacting with the game and JSA member/official. Our main goal is to offer an opportunity to experience authentic Japanese culture and be able to take away ideas and cultural mindsets native to Japan which can be shared with peers. Our integrated way of learning will allow for us to achieve this goal. Along with the booths, JSA will arrange authentic performances that will showcase modern and historic Japanese cultures. We will expose attendees to the dancing, singing, and performance aspects of Japanese and Asian cultures. Attendees will have the opportunity to watch and speak with performers to share knowledge and cultural facts about each performance. In this way, we are able to create an environment where sharing culture is encouraged, and members of the UW community can meet and share their personal experiences. With this environment of collaboration, sharing, and inclusiveness, individuals of the UW community can share Japanese culture and hopefully have an open mind to not only Japanese culture but all nationalities.

Please provide a brief timeline for your event. For example: 5:00 p.m. - Event set-up 6:00 p.m. - Check-in table opens 6:15 p.m. - Food arrives 6:20 p.m. - Welcoming remarks 6:45 p.m. - Presentations begin 7:45 p.m. - Closing remarks 8:00 p.m. - Clean-up

11:00am - Event set up 12:00pm - Open doors, event opening (attendees can go to every booth)
12:30pm - First performance 4:00pm - Last performance 4:30pm - Event closing, closing remarks 5:00pm - Clean, leave room

Request Amounts and ASM Eligibility ^

What is the total amount of funds requested for this event from the Global Badger Experience Grant?

\$1250

Please check all of the categories for which you would like to receive funding from the Global Badger Experience Grant. Please also enter the requested dollar amount for each category you chose.

Food - \$1150

Event Supplies - \$100

Please Upload a SINGLE document (in Word or Excel) to tell us more about the items you are applying for. Your document should list vendor, vendor contact/link, unit price of each item, number of each item, and the total price of each item in the following formate. For Example: Food Vendor: Wisconsin Union Catering Vendor Contact: (608) 262-2511/events@union.wisc.edu items: 1. Lemonade \$17.95/gallon*4 gallon = \$71.8 2. Ian's Cheese Pizza \$22.95 each *4 = \$91.8 3. 25 Small 6 Plates \$2.60/set *2 = \$5.2 Total Amount Requested = \$168.8 Equipment/Facility Rental Vendor: Play Circle Theater Vendor Contact: (608) 265-3000/email Items: 1. Theater space rental \$300*1 = \$300 2. Over-time usage \$150*1 = \$150 3. Stage labor \$12/hr*30 hr = 360 4. Light system \$200*1 = \$200 Total Amount Requested = \$1010 Printing Vendor: StudentPrint Vendor Contact: (608) 262-6216/stuprint@rso.wisc.edu items: 1. Flyer \$0.25*100 = \$25 2. Poster \$0.5*50 = \$25 3. Program \$2*100 = \$200 4. Additional Cost (cutting, folding, etc) Total: \$10 Total Amount Requested = \$260 Event Supplies Vendor: Amazon 1. Item #1 \$20*2 = \$40 Link: (specific link to the item) 2. Item #2 \$5*2 = \$10 Link: (specific link to the item) Total Amount Requested = \$50

DOWNLOAD FILE

Have you already applied for an ASM Event Grant for this event?

Yes

If you answered Yes above, please upload your ASM Event Grant submission for this event

DOWNLOAD FILE

If you answered Yes above, what is the current status of your ASM grant application?

Approved

Has your organization received an ASM Event Grant for any OTHER events this semester?

No

If you answered Yes above, please upload your ASM Event Grant submission for that specific event

n/a

If you have applied for ASM funding for THIS event, please tell us the following: The categories for which you are requesting ASM funds The amounts requested from ASM for each category For Example: Printing \$50, Equipment Rental \$1000

Printing: \$320.00 Advertising: \$100.00 Space/Equipment Rental: \$410.00 Program Supplies: \$270.00 (Mostly Bookstore supplies - many Amazon supplies are rejected because of ASM's policy) Total: \$1100

Are you requesting the same amounts of money for the same items from ASM?

No. I am not requesting the same amount of funding from ASM for these items.

Are you asking for the Global Badger Experience Grant for additional funding over an ASM funding limit?

(For example: You are bringing in several performers for a large event. You are not able to pay their honoraria with ASM funds alone, because you have reached the cap set by ASM. Therefore, you need additional funding from the Global Badger Experience Grant to cover all expenses.)

No

What is your total budget for this event? (Total amounts from all funding sources).

\$2350

If you will receive funding from any other sources in addition to the Global Badger Experience Grant, please list: Source of funding (Grant, RSO, Department, etc.) Amount from that source Status (approved, denied, pending) If you are on the waitlist for an ASM Event Grant, please also list the items you applied for in your response. For example: Cultural Event Collaboration Grant (WUD Global Connections, \$450, Approved)

Just ASM & GBEG

Are you requesting funding to pay for transportation, lodging, honorarium, or services for a performer, speaker, entertainer, or trainer?

No

How does your group intend to remain fiscally responsible with this event? What measures are you taking to keep costs reasonable for this event? Word count: 200 - 300

In order to reduce costs of the event, JSA officers will be providing a portion of the games and materials necessary. Because each booth requires a trifold board and an activity, JSA will be needing different supplies and games. Many of the JSA officers will provide these necessities. Certain games, poster decorations, performance decorations, and activity objects will be provided by JSA officers as well. For example, instead of purchasing, JSA officers will have prepared a set of kendama games and traditional garbs. Additionally, we will not ask to

purchase certain expensive supplies, and instead will be asking to rent these. For example, we hope to have prepared a polaroid camera that attendees can use to capture moments while experiencing the Japanese culture. We will not be purchasing a polaroid, and instead will be asking for the rental instead. For supply funding, we have also seeked the cheapest options. Instead of purchasing all materials and supplies from the UW bookstore, we have looked at other online options such as Amazon. JSA understands that supplies and materials from the UW bookstore may be more expensive than other suppliers. Thus, we have seeked the online supplier Amazon to purchase certain supplies and materials at the lowest possible cost. It is hard, however, to control the cost of food since we are asking the UW Housing to prepare it for us. Yet, we have contacted the manager for many times trying to minimize the cost by providing recipes that contain less and cheaper ingredients.

Terms and Conditions



I confirm that the information given in this form is true, complete and accurate.

Yes

If you agree with the above conditions, type your name in the box below.

Bucky XXXXX