

PAWS: Programs & Activities Without Substances

Spring 2012 – Guidelines & Requirements

GUIDELINES

Welcome to PAWS – funds set aside to help NYU student groups sponsor substance-free activities at New York University! The central purpose of PAWS is to provide and promote fun, alternative, SUBSTANCE-FREE activities during times of high alcohol and other drug consumption. To be considered for PAWS funding, programs must occur during times when students would traditionally interact with alcohol (**Thurs., Fri., Sat. nights after 9:00 PM**) AND must engage a substantial number of participants (**15+**).

Competition for PAWS funding continues to be keen. As a result, funding preference will be given to ORIGINAL programs and those that promote participant interaction *throughout* the activity. For example, a Broadway show would not be funded (starts before 9:00 PM, is not interactive); galactic bowling (can start later, is interactive and more conducive to socializing) more likely would.

In order to increase the chances of your event being funded, please read and complete the application thoroughly, follow the guidelines, and provide as much information as possible. Applications are assessed by a panel comprised of student leaders and at least two professional staff members who may fund requests in full, in part or not at all.

APPLICATION PROCESS

How to apply:

- You must fill out a PAWS application for funding (up to \$300.00).
- All applications must be received at least two weeks before the event date.
- The deadline for all applications is Friday, April 27, 2012.
- A committee will review all the applications, and funding will be awarded to those programs that best meet the goals of PAWS.
- Notification of funding will be sent within a week's time after turning in an application.

REQUIREMENTS

- **Note: PAWS does not dispense cash advancements. You need an invoice to request advance payment or receipts to be reimbursed. See details below.**
- Only one application will be accepted per event. Each RA, Student Leader, or club may receive PAWS funding only once per semester.
- All event publicity must indicate that the event is being funded by PAWS. A JPEG graphic of the PAWS logo and support statement will be provided by the HPO for inclusion on all promotional materials.
- If the venue has alcohol present (i.e., gallery event, bowling), no participants may consume alcohol during the event and no PAWS funds may be used for alcohol.
- A copy of the event's advertisement must be submitted with the original receipts.
- Funding cannot be provided for rental of equipment, publications, or travel expenses.
- Funding is awarded to the event, not to the applicant. You may not change the event and still use the funding without prior approval from the Health Promotion Office. To do so forfeits reimbursement of funds.

EVENT DETAILS

Disbursements (payment directly to service provider):

- If working with events that require advance payment (such as paying a performer, DJ, or purchasing supplies from a company that can provide you with an invoice) and you have been approved for PAWS funding, you should fill out a PAWS Disbursement Form as far in advance as possible. This form must be accompanied by an invoice, provided by the company, in order for a check to be cut.
- Please be aware that it takes 4-7 weeks to cut a check for a service. If an application is not presented with enough advance time, please indicate on the invoice that the service will be paid for after the date of the program. If an invoice cannot be paid after the program date, the applicant must pay for the service up front and be reimbursed after the program (please see below).

Reimbursements (cash payment to students as reimbursement for money spent on the program):

- If your program is accepted for PAWS funding, you **MUST** present ORIGINAL documentation. Each individual receipt must not be more than \$150.00 in order to be reimbursed within two weeks after the event. If the receipt is over \$150.00, it will take 4-7 weeks for a check to be cut. You must fill out the Reimbursement Form and turn it in to the Health Promotion Office. Within a week, you will be able to pick up the petty cash forms from our office and take them to the petty cash window at 25 West 4th Street to receive your cash reimbursement. **Funding will be forfeited if the receipts, etc., are not received within 2 weeks after the event.** Thank you.

Brought to you by the Health Promotion Office at the NYU Student Health Center

726 Broadway, 3rd Floor • (212) 443-1234 • www.nyu.edu/shc/promotion

PAWS: Programs & Activities Without Substances Spring 2012 – Application

After reading the guidelines, please fill out the following application as completely as possible. Next, submit the completed application to the SHC Health Promotion Office, 726 Broadway, Suite 344, ext. 31234. If you have any questions, please call the Health Promotion Office at 212-443-1234. Thank you.

(If there is more than one sponsor, please provide the information for the primary person to contact about PAWS funding only.)

Sponsor's Name: _____

Phone #: _____ Email Address: _____

Affiliation: _____ RA (Residence Hall: _____)

_____ Club (Club Name: _____)

_____ Other (Specify: _____)

Mailing Address at NYU: _____

Event Title: _____

Event Date: _____ Event Time: _____

Location: _____

Who can attend: _____ Expected number of participants: _____

Describe the event. How will this event promote substance-free socialization? _____

Should alcohol be available in the venue, explain how the program will remain substance-free. _____

Describe how this event meets the guidelines of the PAWS program. _____

How do you plan to advertise your event? (Please include a copy of flyers with this application.) _____

How much money (\$300.00 maximum) are you requesting from PAWS? **Please provide a detailed budget breakdown of the event and explain how the PAWS award would be applied to this budget.**

Signature of Applicant indicating that you have read the PAWS guidelines.