The CFSHRC is excited to collaborate with other groups, including academic affiliates and non-profit organizations. Requests for collaboration should be made by filling out the attached “Request Form” and sending it to the Coalition Executive Board President, Tarez Graban (tarez.graban@gmail.com) and Vice-President, Wendy Sharer (sharerw@ecu.edu). Ideally, requests for collaboration would be made at least 3 months in advance of a need or an event.

The CFSHRC is also excited to support approved informal meetups by Coalition members at conferences or workshops where we are not convening in any given year, and the following guidelines are in place to enable such efforts. Specifically, we encourage any Coalition member who is interested in planning and hosting a meetup at a wide range of national conferences in order to:

- create more opportunities for Coalition collaborations and networking,
- introduce new people to the work of the Coalition,
- foster and recognize graduate-student spaces and/or emerging scholar meetups
- promote Coalition discussion or membership and activity, and
- provide an alternative conference meetup event space for Coalition members who may not attend the CCCC or Feminisms and Rhetorics.

Potential meetup hosts should fill out the attached “Request Form” and send to the Coalition Executive Board President, Tarez Graban (tarez.graban@gmail.com) and Vice-President, Wendy Sharer (sharerw@ecu.edu).

SPECIAL CONSIDERATIONS FOR MEETUPS

Hosting Requirements:
Hosts may request up to $200 for reimbursement of an approved meet-up. Hosts must be Coalition members and are encouraged to seek approval in advance to receive the reimbursement funding.** Because hosts and meetup participants are considered as individuals acting on their own, it is understood that the CFSHRC is not responsible for damage, illness, or injuries that occur as a direct result of activities undertaken during the meetup.

Application Timeline for Approved Financial Support / Reimbursement:
Hosts seeking financial support should contact the CFSHRC Executive Board in a timely manner, based on the nature and scope of the meetup:

1. For informal receptions or larger events (roughly >20 people), hosts should contact the Coalition with request for support at least 3 months prior to the event.
2. For smaller meetings (roughly 10-20 people), hosts should contact the Coalition with request for support at least 2 months prior to the event.
3. For more spontaneous meetups that do not require advanced planning (<10 people), hosts should contact the Coalition no more than 2 weeks after the event, providing numbers of people in attendance and submitting actual receipts.**
**Please note** that, although we will make our very best effort, in a given year we may not be able to approve or fund all meetup requests. Priority is given to Coalition meetups that are hosted during national conferences and workshops where we do not already have a presence, though all requests will be considered. Priority is also given to meetups that are promoted through the Coalition’s social media presence and inclusive of the wider Coalition membership.

**Reimbursement Protocols:**
All approved meetup hosts should submit the following materials to the Coalition Executive Board President, Tarez Graban (tarez.graban@gmail.com) and Vice-President, Wendy Sharer (sharerw@ecu.edu) no more than 2 weeks after the event:

- Receipts
- Actual attendance or headcount
- Photos (We would love to share any pictures to highlight your meetup if you took pictures and are willing to share them.)
- Brief (200-500 word) description of the event and how it went
REQUEST FORM FOR COALITION SUPPORT
COLLABORATIONS AND FUNDED MEETUPs

This form is for individuals or groups wishing to collaborate with the CFSHRC or seeking funded reimbursement of a CFSHRC meetup. Please fill out all sections that are relevant to your request and send the completed form via e-mail to the Coalition Executive Board President, Tarez Graban (tarez.graban@gmail.com) and Vice-President, Wendy Sharer (sharerw@ecu.edu). All requests will be considered and decisions will be made after EB review.

Name of individual or group requesting support:

Institutional affiliation(s):

**For COLLABORATION Requests, please fill out below:

Group name & contact information:

Group’s purpose and how it connects to the Coalition’s mission:

Explanation of requested collaboration:

Any resources the group can contribute or share:

**For FUNDED MEETUP Requests, please fill out below:

1. Conference/event where Coalition meet-up will take (or took) place:

2. Brief explanation of Coalition connection to conference / event and any potential promotion of the Coalition during the event:

3. Location of venue for meet-up:

4. How many people do you expect to attend (or how many people attended)?

5. Will you be promoting (or did you promote) this event through social media or elsewhere?

6. Total amount of funding requested: