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Sent: Tuesday, March 28, 2006 3:56 PM
To: PPSS3DS@LISTSERV.ARIZONA.EDU
Subject: Take Our Daughters and Sons to Work® - Funding Date Extended

March 23, 2006

To: The Campus Community
From: Barbara Hoffman, Commission on the Status of Women
Re: Take Our Daughters and Sons to Work® - Funding Date Extended

The Commission on the Status of Women (CSW) has set aside funds to support University departments and organizations that wish to sponsor unit events in celebration of Take Our Daughters and Sons to Work® day, which occurs on April 27th. To accommodate additional applications the deadline has been extended from March 31st to Friday, April 7th. Information about the application process appears below. This new sponsorship program replaces the Daughters on Campus Day event held in past years.

The Purpose of Take Our Daughters and Sons to Work® is to promote understanding in children about workplace environments and the complexities of balancing work and home life responsibilities. Departments are encouraged to organized activities that emphasize the special role each unit plays within the University and the critical importance of people working together to "get the job done". Collaboration among geographically and/or organizationally connected units is also encouraged, as is incorporating visits to any of the public resource areas that enrich our campus. In addition, the CSW will sponsor common activities that complement department programs during the early afternoon. More information and helpful planning resources can be can be found on the website at www.csw.arizona.edu.

How to Apply

Step One: A brief proposal must be submitted to CSW by 5 p.m. on Friday, April 7, 2006. Proposals must contain the following information.

1. Department name and location.
2. Name, phone number and email address for the designated liaison
3. Name, phone number and email address for the department business manager
4. A brief description of the activity or activities planned: who, what, where etc.
5. A description including costs of expected expenses.

Step Two: A reimbursement report including the following information must be submitted by May 15th.

1. Department name
2. Name, phone number and email address for the designated liaison
3. Name, phone number and email address for the department business manager
4. A local account number (i.e., 224xxx, 247xxx, 248xxx)
5. A list of expenses incurred by the host department.

Proposals can be submitted by email to csw@email.arizona.edu, faxed to the Diversity Resource Office (DRO) at 626-7612, or delivered to the DRO at the Martin Luther King Jr. Building, Room 312.

For more information contact Barbara Hoffman, CSW Chair, at hoffman@email.arizona.edu or by phone at 621-4986.