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Sent: Monday, March 13, 2006 9:59 AM
To: PPSS3DS@LISTSERV.ARIZONA.EDU
Subject: Daughters on Campus Day Gets a Makeover- RESEND

March 8, 2006

To: The Campus Community
From: Barbara Hoffman, Commission on the Status of Women
Re: Daughters on Campus Day Gets a Makeover

Nearly every year since the mid 1990's, the Commission on the Status of Women (CSW) - with the help of dozens of departments and countless volunteers - has sponsored an event called Daughters on Campus Day. This event was created as the UA's response to the national Ms. Foundation program known as Take Our Daughters to Work®. In 2003, the Ms. Foundation reformed its program creating Take Our Daughters and Sons to Work®, and this year, CSW is refocusing its sponsorship to align more closely with the Ms. Foundation program.

Funds are available to University departments interested in hosting localized events for children of employees on Thursday, April 27, 2006 - the national Take Our Daughters and Sons to Work® day. Information about the CSW funding process appears below.

Details about the program will soon be available on the CSW website at www.csw.arizona.edu. In addition many useful planning resources can be found at the Ms. Foundation website at <http://www.daughtersandsonstowork.org/>.

Take Our Daughters and Sons to Work® promotes understanding in children about workplace environments and the complexities of balancing work and home life responsibilities. The CSW encourages campus units to construct 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". Participating units are encouraged to expand our daughters' and sons' familiarity with the campus by incorporating some of the rich cultural and educational resources into their programmed activities. In addition, the CSW will sponsor common activities during the early afternoon.

How to Obtain Funds for Local Programs

CSW has earmarked a limited pool of resources available to departments which participate in this event. Proposals will be awarded on a first-come-first-served basis. Funds are limited to \$250 per unit and can only be disbursed for approved expenses.

Please note that departments will be notified within two business days that their proposal has been approved.

How to Apply

Step One: A brief proposal must be submitted to CSW by 5 p.m. on Friday, March 31, 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.

Please note that State allocated funds may not be used to pay costs associated with your Take Our Daughters and Sons to Work® activities. Activity planners should touch base with their department fund accountants in advance to determine what specific purchases are allowed.

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.