



# SUMMER PROGRAMS

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## Summer Programs Requests Instructions and Guidelines

**Do you have an idea for a summer program?** You should apply to the Summer Programs Office for approval and support in coordinating your program. Programs must meet the following criteria to qualify:

1. Occur during the summer, May (the Monday following Commencement) through July 31
2. Offered for enrichment, non-credit purposes only
3. Support the mission of the College
4. Must be self-supportive (operated by revenue generated by the program or other funding)

**What support can the Summer Programs Office provide?** Our office offers support and consultation throughout the entire process. Specifically, we can assist with:

- Registration and Pricing
- Campus Coordination of Services and Facilities Usage
- Administrative Support and Consultation in Planning and Execution
- Marketing and Promotion
- Evaluation

**Who can propose a summer program?** Anyone can have an idea for a summer program, but requests should be submitted by a Hendrix faculty or staff member. A Hendrix faculty or staff member must be a Program Director or sponsor a program with a non-Hendrix director. Otherwise, the non-Hendrix program director should contact [Conferences and Event Scheduling](#) about renting space on campus.

**Where do I find the Summer Program Request Form?** The request form is available at

[Summer Programs Request Form](#)

**What dates are available for summer programs?** In order to coordinate and plan campus usage and services efficiently, the Summer Programs Office will try to schedule certain programs at specific times. You may be asked to consider alternate dates to coordinate with other programs or groups on campus. In general, summer programs may start as early as the Monday following Commencement and end as late as July 31. Please keep in mind that any programs designed for participants under the age of 18 cannot start until June.

**How do I submit a proposed budget?** The budget is a projection of what your program will cost. Please be as detailed and accurate as possible. This information will be used to evaluate if your program can be self-supportive, and it determines the pricing structure if applicable. Please see the list of common expenses to consider below. A budget template is included in the proposal form. For information about campus expenses such as Dining or Housing, please see the Campus Services Cost Sheet (attached at the end of this document).

### Common Expenses

*Instruction* – Include all stipends for instructors and directors (including FICA at 7.65% of gross amount).

*Meals/Snacks* – Consider food/refreshments provided for participants, instructors, staff, or families. Day programs may ask participants to bring their own lunches daily. Overnight programs should consider using the dining hall or catering meals. Programs may want to provide some snacks, especially for younger participants.

*Printing/Copying* – Include the cost of printing/copying materials for classes or activities, schedules, certificates, name tags, etc.

*Staff* – Consider staff needs and stipends (include FICA at 7.65% of gross amount) for adequate supervision of minors and operation of the program including resident assistants, teaching assistants, general program assistants, activity directors, etc.

*Supplies* – Any materials needed for the program including supplies for classes or activities, name badges, administration, décor, etc.

*T-Shirts and other merchandise* – Unique t-shirts or other merchandise such as lanyards, mugs, or pens can be offered to participants at an extra cost or included as part of the registration fee.

*Housing* – Consider the expected number of participants, the number of nights, and any rooms required for staff.

*Promotion* – Consider fliers, posters, advertisements, etc. (All programs are included in general advertising).

**What happens after I submit the form?** Forms will be reviewed as they are received and should receive a response within 1-2 weeks after submission. We may contact you after submission if there are questions about the submitted information or additional information is needed.

**What happens if my request is approved?** If the Summer Programs Office approves your request, then you will be contacted to discuss additional details and next steps. Some initial planning and decisions will be made before submitting your program for final approval to the Senior Leadership Team. Once final approval is obtained, the program can start registration and promoting the program externally.