Each year during “International Education Week” the MSU Diversity Council coordinates a celebration of cultures from around the world. During this event students, faculty and staff have the opportunity to share an aspect of their home country or native culture through colorful displays, photos, cuisine, music, or other performances.

**2016 International Cultural Celebration:**
Thursday, November 17th, 11:00 – 1:00*
2nd floor of the Student Center
*set up starts at 10:00 am and clean up should be completed by 2:00 pm

Student clubs, groups, and individuals are invited to join the event! To sign up, complete this form and submit it to: libby.clarebout@minotstateu.edu. **The deadline to sign up is Tuesday, November 8th.**

**Name of group, organization, or culture represented:**
____________________________________________________________________________________

**Main contact person:**
____________________________________________________________________________________

**Email address:** ____________________________ **Telephone:** ____________________________

**Description of planned display, event or performance:**
____________________________________________________________________________________
____________________________________________________________________________________

**Do you have any special set-up needs for the display or performance?**
The MSU Diversity Council is coordinating and facilitating this event by providing space, set-up and advertising. Participating groups must provide display items and make necessary preparations for their exhibit, food or performance.

- Table(s): how many? _____
- Chair(s): how many? _____
- Electrical outlet
- Stage

- Bowls, plates, cups, silverware, etc.- please specify: ______________________________________

- Other needs- please describe: __________________________________________________________

**Please note:**
- Videos or music should be played on personal laptops, ipads, and/or speakers provided by your group.
- We are not allowed to hang anything on the walls. Self-standing tri-fold poster boards are a good alternate option.

**Funding Available**
Funds are available through the MSU Diversity Council to reimburse each group up to US$100 to purchase supplies, food, decorations or other materials needed for the celebration. Shipping costs and tax are not eligible for reimbursement. Receipts must be submitted by November 30th in order to request reimbursement.

Individuals or groups who receive funds through the Diversity Council are expected to share photos or commentary about the project upon request, which will be featured on the Diversity Council website.

| Diversity Council Notes: | ☐ Proposal Approved | ☐ Proposal Denied (reason): ____________________________ |
| Request for reimbursement received on (date): ______ Review by council on (date): ______ |
| Reimbursement approved in the amount of: ______ Reimbursement sent to business office on: (date) ______ |