

LAF Campus Outreach Program At a Glance



What is the program?

To help address sex discrimination at local college/university campuses and to educate college/university students and faculty about sex discrimination in higher education and the wider workplace, AAUW states and branches can apply for up to \$750 in funding to hold an LAF Campus Outreach Program. Applications for LAF Campus Outreach Programs are accepted on a rolling basis throughout the year.

States and branches decide on the campus and the program's format and topic, such as sexual harassment or assault, pay discrimination, or Title IX. If states or branches need help with ideas for the program, LAF staff are on hand to offer advice and assistance. LAF staff will highlight LAF Campus Outreach Programs in LAF publications and on the [AAUW blog](#).

How will this program benefit your state or branch and community?

Through the LAF Campus Outreach Program, AAUW states and branches can build or strengthen lasting ties with a local college or university, help educate youth about sex discrimination issues, and help recruit both new college/university partner members and new AAUW members from among the event attendees. Because LAF Campus Outreach Programs are funded through an LAF grant, even branches with few financial resources can participate.

Involvement with the LAF Campus Outreach Program is beneficial because it provides an opportunity to

- Collaborate with faculty and students at a local college or university,
- Strengthen or create ties with a local college or university,
- Recruit new college/university partner members,
- Recruit new student members, and
- Build camaraderie among AAUW members

How can you implement this program?

The state or branch LAF liaisons are the perfect people to take the lead in organizing LAF Campus Outreach Programs. They can work with a local campus to determine a timeframe, location, and topic for the event. Once those components are tentatively in place, they can visit the AAUW website to download the [LAF Campus Outreach Program Application](#), fill it out, and e-mail to laf@aauw.org. They should submit an application at least two months before the program's timeline is set to begin.

LAF staff will review the application and determine the proposed program's suitability as an LAF Campus Outreach Program and will consult the LAF budget to determine how much money is available for disbursement. A set budget is made at the beginning of each fiscal year, so it is best to apply early to ensure that funds are available. LAF staff will contact the applicant within two weeks with the funding decision. After the program is implemented, the state or branch submits an expense report with receipts, and AAUW will reimburse the costs.

- [Program Guide](#)
- [Frequently Asked Questions](#)
- [LAF Campus Outreach Program Application](#)

Questions? Call 800/326-2289 or e-mail programinbox@aauw.org.

LAF Campus Outreach Program Program Guide



Overview

Through an application process, AAUW states and branches can receive up to \$750 in funding to hold an LAF Campus Outreach Program at a local college or university. This program is a great way to engage your local college/university to promote the AAUW mission. The LAF Campus Outreach Program allows states and branches to

- Educate students and staff about sex discrimination issues;
- Share ways to address and prevent sex discrimination;
- Provide action steps toward creating a more equitable campus climate; and
- Recruit new college/university partner members and new AAUW members.

Process

The process for holding an LAF Campus Outreach Program should begin at least two months before the desired program date, but four to five months is recommended to help ensure the availability of a venue on campus for the program.

If your state or branch already has a connection at or a relationship with a local campus and already has a program in mind, the process to hold an LAF Campus Outreach Program will be simple. A state or branch will work with a local campus to determine a timeframe, location, and topic for the program. Once those components are tentatively in place, the lead member can visit the AAUW website to download the [LAF Campus Outreach Program Application](#), fill it out, and e-mail it to laf@aauw.org. Within two weeks, LAF staff will notify the applicant whether or not funds will be granted. The state or branch then holds the program and afterward submits an expense report with receipts to receive reimbursement. LAF staff may ask the member to write a guest blog post about the program and/or to submit photos and a short description of the program so LAF staff can highlight it in LAF publications.

If an AAUW state or branch is starting from scratch in planning a program, or is somewhere in between, the following steps offer a more in-depth explanation of the process.

Steps to take before applying for the LAF Campus Outreach Program grant

1. Decide who will take the lead in organizing the event and applying for the grant. The state or branch LAF liaison is the perfect person to hold that role, or another member who is knowledgeable about LAF and has experience with planning events can take the lead.
2. Determine the topic for the program. Topics for an LAF Campus Outreach Program must focus on a sex discrimination issue such as sexual harassment or sexual assault, equal pay and preparing for the workplace, Title IX, women in nontraditional fields, and tenure issues for faculty.
3. Decide on the format, such as lecture, panel, seminar, or workshop, for the program. The next section, Program Resources, contains specific program ideas. Research or contact potential speakers, panelists, or workshop coordinators about their availability and rates.

4. Plan an approximate date for the program.
5. Decide which college/university to work with to hold an LAF Campus Outreach event. It may be easiest to work with a campus where a branch member already has a connection or one that is already an [AAUW college/university partner member](#) because all such institutions have an AAUW college/university representative.
6. Contact someone at the campus. Suggestions for whom to contact include anyone with whom your branch already has a connection, the AAUW college/university representative (if applicable), AAUW student affiliate members (if applicable), or someone at the Women's Center or in the Women and Gender Studies Department. Contact connect@aauw.org if you or your state or branch needs help determining the name of a AAUW college/university representative or any AAUW student affiliate members. In speaking with someone at the campus, have the LAF liaison or other lead person explain who they are, describe the mission and programs of AAUW and the benefits of a collaboration to the college/university, and ask if they or someone they know would be willing to collaborate on the program.
7. Once a willing collaborator is found at the college/university, the next step is to address the logistics. The person on campus should know whom to contact—usually a student activities board or similar organization—about how to request a venue and how to schedule a date and time for the event. Work with the campus collaborator to fill out any necessary paperwork.
8. Based on the costs of potential speakers, any venue costs, and other expenses, create a preliminary budget to determine how much money is needed to hold the program.

Applying for the LAF Campus Outreach Program grant

Visit the AAUW website to download the [LAF Campus Outreach Program application](#). The application includes questions about the type of program, its goals, the target audience, the estimated expenses, and how much money is being requested from LAF. Up to \$750 can be requested. Submit the application to laf@aauw.org.

LAF staff will review the application and determine the proposed program's suitability as an LAF Campus Outreach Program and will consult the LAF budget to determine how much money is available for disbursement. LAF staff will contact the applicant within two weeks with the funding decision.

After receiving the LAF Campus Outreach Program grant

1. Proceed with planning the campus program, including finishing scheduling any outside speakers, booking rooms, reserving any technical equipment needed for the event, and making reservations for catering, if applicable.
2. Help advertise the event among the state or branch members and the wider community and ask the campus contact to use their resources to widely advertise the event on campus.
3. Contact the local newspaper to inform them of the upcoming program.
4. Hold the program. Have someone take photos during the program.
5. After the program is implemented, the state or branch should submit an expense report with receipts to LAF, which will then reimburse the cost within two to three weeks.
6. State or branch members may be asked to write a guest blog post about the program for the AAUW blog and to submit photos from the program.



Program Resources

Topics for an LAF Campus Outreach Program must focus on a sex discrimination issue such as sexual harassment or sexual assault, equal pay and preparing for the workplace, and women in nontraditional fields. Suggested formats for the program include lecture style, a panel of experts, a seminar with group discussions, or a workshop. No matter the format, providing free food and having flashy posters for advertisement are always good ideas!

The following are a few program ideas for an LAF Campus Outreach Program. [Past Campus Action Projects](#) also can provide examples of possible programs. Please contact laf@aauw.org as necessary for specific help deciding on a program format and topic.

Sexual Assault:

Between 1 in 4 and 1 in 5 women will be the target of [sexual assault](#) during their college career. Educating both women and men about issues such as consent, sexual assault prevention, and resources for survivors can make a big difference on a campus and in students' lives. April is Sexual Assault Awareness Month and could be a good time to hold an event on this topic.

The following are program suggestions:

- Invite a sexual assault expert to give a lecture and offer special programs aimed at students. The [LAF Resource Library has a list of suggested experts](#).
- Bring a training on sexual assault prevention to campus. The [LAF Resource Library has a list of suggested campus trainings](#).
- Ask the campus faculty member/s who oversee the campus sexual assault policy and/or are first responders to sexual assault reports on campus to speak about the problem of sexual assault, the campus policy, and the procedure students should take if they or someone they know is sexually assaulted.

No matter the format, make sure there is time for students to ask questions and hold discussions, and inform attendees that the event should be treated as a safe space. In other words, no stories shared by anyone should be repeated outside the room.

Equal Pay:

As early as one year out of college, women make less money than men even when they have the same degree and are working in the same field. Help educate students about the reality of [gender pay inequity](#) and what they can do to be aware of the potential for disparity and to try to overcome it when they enter the workforce. A great time to hold a campus event about equal pay is at the end of April for Equal Pay Day. AAUW's Public Policy Department has numerous [resources and ideas for Equal Pay Day events](#).

Another program idea is to hold a [Start \\$mart Campus Workshop](#) on salary negotiation. Start \$mart Campus Workshops are the product of a collaboration between AAUW and the WAGE Project.

- Start \$mart Campus Workshops cover the personal consequences of the gender wage gap, provide resources for benchmarking reasonable salaries and benefits, describe negotiation strategies, and explain how to determine one's bottom line budget.



- Start \$mart Campus Workshops cost \$500 and last three hours.
- Contact Annie Houle at ahoule@wageproject.org to schedule a workshop.

Nontraditional Fields for Women:

Women still face many barriers to entering and staying in male-dominated fields such as engineering, computer science, chemistry, and mathematics. One way to help break down such barriers is by providing young women who want to enter those fields with role models, mentors, and guides. For a campus program, they could be presented in the form of a panel discussion.

- Invite women who work in nontraditional fields to speak on a panel about their fields, how they entered them, and any advice they can share about overcoming obstacles to entering and staying in those fields. To recruit women to speak on the panel, first check with local AAUW members and faculty at the college/university then try contacting women in the wider community who work for companies in those fields.
- Before the panel begins, have an AAUW member talk about AAUW and our work to help women break through barriers to entering nontraditional fields. Share information from relevant [AAUW research reports](#) and [public policy issues](#). Contact laf@aauw.org if you need help finding the most relevant and current information.
- Include plenty of time for students in the audience to ask questions. Ideally, include time for students to talk specifically with a woman in their field. You could arrange several tables so that, after the panel, women in various fields could sit at different tables and students interested in those fields can join them to ask specific questions.
- If the women agree, create a handout for attendees with the biography and contact information of each woman who speaks so that students can follow up with the women with specific questions later.
- When advertising this event, make sure to target students who are in nontraditional academic fields.

Application

The [LAF Campus Outreach Program application](#) can be submitted on a rolling basis. LAF has a set fiscal year budget, so it is best to apply in the summer or fall to ensure that funds are available for your program. Because it can take several months to plan and hold a program, applying for a grant sometime from late summer to early winter also helps ensure that a program can take place during that academic year.

The application includes questions about the type of program, its goals, the target audience, the estimated expenses, and how much money is being requested from LAF. Once the short, one-page application is complete, submit it to laf@aauw.org. Be sure to apply for the grant at least two months before the targeted program date.

The application will be reviewed to determine the proposed program's suitability as an LAF Campus Outreach Program. LAF staff will contact the applicant within two weeks with the funding decision. States and branches should submit their receipts and an expense report after the event, and LAF will reimburse the costs.



LAF Campus Outreach Program Frequently Asked Questions



1. **What is the LAF Campus Outreach Program?**
AAUW states and branches can apply for up to \$750 in funding from LAF to hold a program on their local college/university campus to educate college/university students and faculty about sex discrimination in higher education and the wider workplace. Applications for LAF Campus Outreach Programs are accepted on a rolling basis throughout the year.
2. **How does the LAF Campus Outreach Program benefit states/branches?**
Through the LAF Campus Outreach Program, AAUW states and branches can build or strengthen ties with a local college or university, help educate youth about sex discrimination issues, and help recruit both new college/university partner members and new AAUW members from among the event attendees. Because LAF Campus Outreach Programs are funded through an LAF grant, even branches with few financial resources can participate.
3. **Who can apply for an LAF Campus Outreach Program grant?**
AAUW state or branch LAF liaisons are the perfect individuals to apply for the grant and to take the lead in planning and implementing the program, but any AAUW member who is knowledgeable about LAF can apply for the grant.
4. **How can one apply?**
The [LAF Campus Outreach Program Application](#) is available on the AAUW website. The LAF liaison or other grant applicant can fill it out and e-mail it to laf@aauw.org. Within two weeks, LAF staff will let the applicant know whether or not funds will be granted. The state or branch then holds the program and submits an expense report with receipts to receive reimbursement after the event.
5. **When is the application for the grant due?**
Applications are accepted on a rolling basis. A pool of grant funds is designated each fiscal year in the LAF budget for LAF Campus Outreach Program. To ensure that funding is still available, it is best to apply early in the fiscal year (late summer to early winter). It's also advisable to submit an application at least two months before the planned timeframe for the program.
6. **How are applications evaluated?**
LAF staff will review the application and determine the proposed program's suitability as an LAF Campus Outreach Program and the level of funding available. LAF staff will contact the applicant within two weeks of receiving the application with the funding decision.
7. **What kind of programs can a state/branch engage in on a campus?**
Topics for an LAF Campus Outreach Program must focus on a sex discrimination issue such as sexual harassment or sexual assault, equal pay and preparing for the workplace, Title IX, women in nontraditional fields, and tenure issues for faculty. Format for the program can include lecture, panel, seminar, or workshop. There are three examples of specific program ideas in the program resources section of the Program Guide document.

8. On what campus should a state/branch hold a program?

If there is more than one college/university in the area, it may be easiest to try to work with a campus where a member already has a connection, especially one that is already an [AAUW college/university partner member](#) because all of those institutions have an AAUW college/university representative who could be contacted. If one campus has a Women's Center or a women and gender studies program and another campus does not, the one that does may be more receptive to a having a campus program on a sex discrimination topic.

9. Who does a state/branch contact at a college/university about holding a program?

Suggestions for who to contact on a college/university campus include anyone with whom your state/branch already has a connection, the AAUW college/university representative (if applicable), AAUW student affiliate members (if applicable), or someone at the Women's Center or in the Women and Gender Studies Department. Contact connect@aauw.org if you or your state or branch needs assistance determining the name of a AAUW college/university representative or any AAUW student affiliate members.

In speaking with someone at the campus, have the LAF liaison explain who she is, describe the mission and programs of AAUW and the benefits of a collaboration to the college/university, and ask if that person or someone he or she knows would be willing to collaborate on the program.

Once a willing collaborator is found at the college/university, the next step is to address the logistics. The person on campus should know who to contact—usually a student activities board or similar organization—about how to request a venue and how to schedule a date and time for the event. Work with the campus collaborator to fill out any necessary paperwork. Once a date and venue are set on campus, have the campus collaborator help advertise the event widely on campus.

10. What happens after a state/branch holds a campus program?

LAF staff will send an expense report that the state/branch is to fill out and send back with relevant receipts. LAF staff will issue a check request, and a check will be mailed to reimburse the costs within two weeks of receiving the expense report. State/branch participants in the LAF Campus Outreach Program may be asked to write a guest blog entry for AAUW's blog and to send photographs and a short write up about the event so LAF staff can highlight the program in LAF publications.