

### GENERAL INFORMATION

Name of student group, faculty or department:

Project Supervisor's name and title:

Phone:

Email:

Name of Proposed event or activity:

Proposed location:

Proposed date(s):

### EVENT INFORMATION

Describe the event or activity including main elements and objectives (attach additional pages if necessary). Is this an annual event or a one-time event? Please provide all related historical information.

**Impact and benefit:** please articulate the career enhancement benefits or learning outcomes/objectives that the event or activity will provide for the students (attach additional pages if necessary) that will align with the criteria of the award. <http://www.kpu.ca/careers/career-enhancement-fund>

What is the audience profile or the event? How many people do you expect to attend?

In what way will Career Development Services be assisting with the marketing, creation and coordination of your career related event/activity that will help increase the employability of the endowment recipient's group of students?

Budget and funding: please provide an outline of anticipated costs.

Please provide a timeline of the activities that need to take place with key dates and milestones.

How will you be marketing this event?

Will you be receiving funding from other sources?

☐ Yes

☐ No

☐ Not sure

If so, from where? \_\_\_\_\_

Have you applied to the Career Enhancement fund before?

☐ Yes

☐ No

☐ Not sure

Were you the recipient?

☐ Yes

☐ No

☐ Not sure

Additional comments or notes to support your application

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## Adhesion to Requirements

If you are unaware of any of the statements below, please seek clarification from the Career Development Centre Office prior to checking off the box

- ☐ I have read the guideline for submission and terms of reference
- ☐ I understand that if approved for the award I am required to alert the Career Development Centre if pertinent details to my event changes, i.e.: scope, date.
- ☐ I understand that if approved for the award it is my responsibility to provide the Career Development Services office with a follow-up report no later than 4 weeks after the event date.
- ☐ I agree to adhere to KPU's marketing and branding standards for all promotional material for my event
- ☐ I agree to have Career Development Services assist with the employment activity as outlined in the guidelines.

## Signatory Requirements

### APPLICANT

Signature

Print Name

Date