January 22, 2014

Dear Lauren,

**Congratulations! The Senate Special Projects Committee voted to approve $2,200.00 to fund your ”Celebrating Student Writing: A Print Edition” project.**

After reviewing proposals and hearing presentations, committee members individually vote for full, partial or no funding of each proposal. If the majority vote is affirmative, the award amount equals the average of full and partial votes. The committee considers each proposal in its entirety on a “first come, first served” basis, according to the time stamp of the final supervisory approval.

The committee offered the following comment notes about your project:

* Encourages quality writing among student
* Promotes and legitimizes student online publication
* Can be used as a class supplement that can benefit students in the class and students that published
* Encourages student success

Please use account **#11-0302** when you charge campus services or request reimbursement. Save receipts and charge all expenses to that account when you process reimbursement paperwork. **All funding purchases must be dated and processed before June 30, 2014. If you are unable to use all of your awarded funds, please notify me as soon as possible. Early notification will help the committee fund other projects, as time permits.**

**I will contact you in March to request a project update, including a picture or graphic representation.** This information in Senate Executive Board and General Assembly presentations.

Please note that a final summary report is required. **Submit your summary report to me by July 31, 2014**, electronically or via campus mail. Your report will not influence future funding; however, failure to submit a report might affect future funding opportunities negatively. Include the following information in your final report:

* Project description
* Approved budget and actual expenses
* Estimated number of people in the Greater Delta Community affected by this project
* Educational benefits for students and/or community
* What worked well
* What could have worked better
* Changes you made or would make in the future
* Project sustainability

If you have any questions, feel free to contact me. On behalf of the committee, I wish you well and hope you enjoy your project!

Ellen B. Waxman

Ellen B. Waxman, Senate Special Projects Chair