



AAUW PROGRAM IN A BOX

LAF CAMPUS OUTREACH

AT A GLANCE

LAF CAMPUS OUTREACH

PROGRAM OVERVIEW

Use this Program in a Box to help local institutions combat sex discrimination.

INTENDED AUDIENCE

Colleges, universities, and community members

PROGRAM FORMAT

Lecture, panel, seminar, or workshop

TIME CONSIDERATIONS

Time frame: Applications are accepted until funding runs out; applications take about one hour to complete.

Estimated planning time: Several hours across a few weeks

Estimated presentation time: One to three hours

Estimated follow-up time: Two hours

RESOURCES NEEDED

Staff: At least one AAUW member and one person on the local campus to plan the program and complete the application

Advertising: In branch newsletters, on campus, and in the local community

Speakers: Depends on the program format

Equipment: A projector and LCD or other similar equipment depending on the format

Handouts: AAUW membership brochures, AAUW Legal Advocacy Fund brochures

Budget considerations: LAF reimburses event costs up to \$750

BENEFITS TO YOUR STATE, BRANCH, OR COMMUNITY

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

PROGRAM DETAILS

LAF CAMPUS OUTREACH

AAUW states and branches can apply to receive up to \$750 to hold an AAUW Legal Advocacy Fund Campus Outreach Program at a local college or university. States and branches select the campus and choose the program's format and topic, such as sexual harassment or assault, pay discrimination, or Title IX. Because LAF Campus Outreach Programs are funded through an LAF grant, even branches with few financial resources can participate.

If states or branches need help with ideas for the programs, LAF staff can offer advice and assistance. LAF staff highlight state and branch Campus Outreach Programs in LAF publications and on the [AAUW blog](#).

PREPARATION

- ❑ 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 for that role. Alternatively, a member who is knowledgeable about LAF and has experience with planning events can take the lead.
- ❑ Determine the topic. Topics must focus on a sex-discrimination issue such as sexual harassment, sexual assault, equal pay and preparing for the workplace, Title IX, women in nontraditional fields, or tenure issues for faculty.
- ❑ Decide on the program format. The program resources section below includes program ideas.
- ❑ Plan an approximate date for the program.
- ❑ Decide which college or university to work with to hold the event. It may be easiest to work with a campus where a branch member already has a connection or one that is an AAUW college/university partner member.
- ❑ Contact someone on the campus. Consider anyone with whom your branch already has a connection, AAUW college/university representatives, AAUW student affiliate members, or staff at the women's center or in the women's studies department. Contact connect@aauw.org if you or your state or branch need help finding out the name of an AAUW college/university representative or an AAUW student affiliate member. When speaking with someone on campus, have the program leader explain who she or he is, describe the mission and programs of AAUW and the benefits of a collaboration, and ask if the campus representative or someone she or he knows would be willing to collaborate on the program.
- ❑ After you find a willing collaborator, begin working on the program basics. The campus collaborator should know whom to contact—usually a student activities board or similar organization—about how to request a venue and schedule a date and time for the event. Work with the campus collaborator to fill out any necessary paperwork.
- ❑ Prepare a list of potential speakers, panelists, or workshop coordinators and ask them about their availability and rates.
- ❑ Based on speaker fees, venue costs, and other expenses, create a preliminary budget.

APPLY FOR THE GRANT

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

The application includes questions about the type of program, its goals, the target audience, estimated expenses, and how much money (up to \$750) is being requested. Submit the application to laf@aauw.org.

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

HOST THE PROGRAM

- Plan the details of the program including scheduling speakers, booking rooms, reserving equipment, and arranging for catering, if applicable. Sample forms, checklists, and other tools are available in the [Programs-in-a-Box tool kit](#).
- Advertise the program to state or branch members and the wider community and ask the campus collaborator to use her or his resources to advertise the event on campus.
- Notify the local newspaper of the upcoming program.
- Hold the program. Have someone take photos during the program.

FOLLOW-UP

- After the program, submit an expense report with receipts to LAF, which will reimburse the cost within two to three weeks.
- Upon request, write a guest post about the program for the AAUW blog and 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, equal pay, or women in nontraditional fields. No matter what format you choose, providing free food and using flashy posters to advertise are always good ideas!

The following are a few program ideas for an LAF Campus Outreach Program. Look through [past AAUW Campus Action Projects](#) for more examples. Contact laf@aauw.org if you need help deciding on a program format and topic.

SEXUAL ASSAULT

Between one in four and one in five women will be the target of sexual assault during their college careers. Educating women and men about issues such as consent, sexual-assault prevention, and resources for survivors can make a 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.

- Invite a sexual-assault expert to give a lecture and offer special programs aimed at students. The [LAF Resource Library](#) includes a list of suggested experts.
- Host a training session on sexual-assault prevention. The [LAF Resource Library](#) has a list of suggested training sessions.
- Ask campus faculty members who oversee the campus sexual-assault policy 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.

Regardless of the format, make sure students have time to ask questions and hold discussions, and inform attendees that the event should be treated as a safe space and that no stories shared by anyone should be repeated outside the room. For more ideas about programming related to campus sexual assault, see the [Campus Sexual Assault Program in a Box](#).

EQUAL PAY

As early as one year out of college, women make less money than men do, even when they both have the same degree and work in comparable jobs in the same field. Help educate students about the reality of [gender pay inequity](#), what they can do to be aware of the potential for disparity, and how they can try to overcome gender pay inequity 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.

Consider holding a three-hour [Start Smart salary negotiation workshop](#). A collaboration between AAUW and the WAGE Project, the workshops cost \$500 and

- 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.

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 barriers is to provide young women who want to enter those fields with role models, mentors, and guides. These are great people to invite to speak at panels and other events for students.

- Invite women who work in nontraditional fields to speak about their careers, how they got started, and how to overcome obstacles to entering and staying in the field. To recruit women to speak on panels, check with local AAUW members and faculty at colleges or universities and then try contacting women in the wider community who work for companies in traditionally male-dominated fields.
- Before the panel begins, have an AAUW member talk about AAUW and our work to help women break through barriers to enter nontraditional fields. Share information from relevant AAUW research reports and public policy publications. Contact laf@aauw.org if you need help finding relevant and current information.
- Include plenty of time for students to ask questions and to talk specifically with women in their fields. Arrange several tables so that after the panel women in various fields can sit at different tables and students interested in those fields can join them to ask specific questions.
- With the speakers' permission, create a handout for attendees with a brief biography and contact information for each speaker so that students can easily follow up with questions.
- When advertising this program, be sure to target students in nontraditional academic fields.

MEMBERSHIP RECRUITMENT

Membership matters! Help grow the AAUW community by inviting prospective members to your event and encouraging them to join AAUW. Visit the [membership campaign website](#) to learn more.

If your event involves college and university faculty or students or is held on a campus, invite schools that are not yet AAUW college/university partner members to join AAUW and offer their students the benefits that go with AAUW membership. All students attending a C/U partner-member institution are eligible to join AAUW for free as e-students. For more information visit the AAUW [college/university partner recruitment web page](#).

TOOLS

LAF CAMPUS OUTREACH

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- [LAF Campus Outreach Program application](#)
- [LAF Resource Library](#)
- [Gender pay equity background information](#)
- [Past Campus Action Projects](#)
- [Sexual assault on campus background information](#)
- [Campus Sexual Assault Program in a Box](#)

PROGRAMS-IN-A-BOX TOOL KIT

Includes forms, checklists, and templates that you can modify and adapt for your program or event. The following may be helpful in planning this program.

- Attendee sign-in form
- Event evaluation form
- Event planning checklist
- Event registration form
- Photograph release form
- Sample time line

MEMBERSHIP RECRUITMENT TOOLS

- [Individual members](#)
- [AAUW college/university partner members](#)

CONTACTS

- For questions or information about this Program in a Box, contact laf@aauw.org or 202/785-7750.