

Cabrillo College

3rd Annual Social Justice Conference 2009 Development Packet

Coordinate the Community Fair

Description:

- We invite community-based organizations to participate in our community fair and host an information table. The Community Fair takes place in the outdoor Quad where each community group hosts an information table. Imagine conference attendees milling around tables staffed by numerous organizations that work toward social justice in the greater Santa Cruz community. Students, administrators, faculty, staff and attendees are chatting at the tables picking up literature, signing up for email contact lists, and perhaps even volunteering their time. We hope that the Community Fair presents local organizations an outreach opportunity at our campus.

What Needs to be Done:

- Contact organizations in Santa Cruz via phone, email and official invitation via regular mail
- Receive applications
- Mail info packets
- Stay in contact with organizations and send email updates.
- Sign in groups at registration
- Assign tables
- Send "Thank You" notices

Time Frame & Important dates:

- Contact organizations during fall 08 semester.
- Follow up and most of the work occurs during the spring semester.

What's Been Done in the Past:

- We have a list of groups that have participated in the past.
- We also have the information packet ready to go, well almost.

Contact Information:

- For general information and frequently asked questions, please consult the website: <http://cabrillo.edu/~anajarro/socialjustice.html>
- For other questions, email Dr. Adela at adnajarr@cabrillo.edu