

Co-Hosting International Coffee Hour 2010-2011 Guidelines

The ISSO holds a weekly International Coffee Hour at the Big Red Barn each Thursday, 3:30-5:30 PM, while classes are in session. Co-hosting an International Coffee Hour affords your international student organization the opportunity to present information about your country and culture to fellow international students and the Cornell community at large. If your organization is interested in co-hosting, please read the following guidelines thoroughly before completing the application:

1. The ISSO will process applications on a **first-come, first-serve basis**. The following dates are currently available. Please list your top three preferences on your application:

October 7, 14, 21, 28

November 4, 11, 18

December 2

January 27

February 3, 10, 17, 24

March 3, 10, 17, 31

April 7, 14, 21, 28,

May 5

2. Student organizations will be responsible for preparing or purchasing special food items, presenting cultural performances, and bringing necessary props, traditional dress, CDs, and decorative items.

3. Food Guidelines:

a. The student organization should provide (either purchased or prepared by the organization itself) snacks and beverages for at least 75 people, to be served on a somewhat continuous basis from 3:30- 5:30 pm. This does not mean that there must be 75 servings of each type of food, but there should be enough food to give everyone who attends a sample. Snacks should be representative of your country or culture in some way.

b. There should be at least one vegetarian dish

c. All food and beverages must be labeled. The label should include ingredients such as:

- Any and all kinds of meat, poultry, fish or other seafood
- Dairy product and eggs
- Nuts and seeds
- Other ingredients that might cause allergic reactions or raise dietetic concerns

- d. Additionally, we require at least one person from the student organization to be familiar with the ingredients of each food item, and stay for the entire duration of the event to answer questions if they arise
 - e. The ISSO will provide and serve additional basic snack items, as well as coffee, tea, and soda.
4. Reimbursement:
- a. The ISSO will reimburse the organization **up to \$50** for food and beverages. In order to be reimbursed, the student organization **must present all receipts of purchase** and turn them in to the ISSO **no more than a week after the event**.
 - b. Reimbursements will be made via a transfer of funds from the ISSO's account to the student organization's account. Please be sure to include the organization **account number** on the application form.
5. Contacting Us:
- a. Completed application forms will be collected at the ISSO, B-50 Caldwell Hall, Cornell University. You may turn in the application to Mariah Sawyer in person, or via campus mail.
 - b. The ISSO staff will review the application and contact the person in charge of the event **within one week** from the receipt of the application form.
 - c. Once the application is approved, representatives from the student organization should arrive at the Big Red Barn by 2:45 pm on the day they are scheduled to co-host Coffee Hour. The ISSO staff will be there to assist you in setting up for the event. Representatives from the organization are **required to remain** at the Big Red Barn **until at least 5:30 pm** and to help clean up after the event.
 - d. For further information, please contact Amanda Hooker at (607) 255-5243 or via e-mail at alh226@cornell.edu.