Create Your Own Leadership Opportunity

The *Create Your Own Leadership* initiative allows Honors students to earn the **Honors Leadership milestone** toward Honors Distinction by designing, organizing, and executing an original event or program that meaningfully contributes to the Honors community.

This option is intended for students who demonstrate **initiative, planning, collaboration, and follow-through** beyond participation in existing programs.

More than one student may propose an event or program, provided the scope, planning, and organizational effort are substantial enough to justify multiple leaders, and **responsibilities** are clearly **defined** and **distributed equitably** among organizers.

Honors Program signature events such as the **Honors Ball** and **Honors Film Showcase** are planned and executed by a **student committee** through a **separate application process** and may not be proposed through the Create Your Own Leadership Opportunity form.

Core Expectations (All Proposals Must Meet These)

To be approved, the proposed event or program **must**:

- Be **student-initiated and student-led** from concept through execution.
- Demonstrate **substantial planning and organizational effort** (more than reserving a room or attending an existing event).
- Primarily serve the **Honors student community** (broadly or a defined subgroup).
- Fall into **one** of the following categories:
  - Social
  - Community Service
  - Academic / Professional Development
- Include **clear goals and learning or community outcomes**.
- Require **coordination with people, resources, or partners** (e.g., campus offices, faculty, community organizations).
- Be completed within one quarter of approval

What Does *Not* Qualify

The following examples **do not meet** the threshold for Create Your Own Leadership:

- Movie or game nights with minimal planning
- Reserving a room and advertising a casual hangout
- Chaperoning or assisting with an event entirely created by another office, department, or organization
- Leading a group outing to a museum, show, or activity with no original programming
- Serving as a volunteer at an already-organized event without a lead

Collaboration is encouraged, but proposals simply requiring attendance at pre-existing events or programs will be denied.

1. Social Event

Social programs should intentionally foster **community-building, connection, and belonging** within Honors.

Must include: A clear theme or purpose beyond socializing. Structured activities, facilitation, or guided interaction. Intentional outreach to a defined audience (e.g., first-year students, transfer students, affinity groups).

Examples: A multi-part peer connection series (not a single casual event). A collaborative community-building initiative across multiple weeks.

2. Community Service Event

Service programs should address a **specific community need** and include reflection or education.

Must include: Background on the community issue being addressed. Direct coordination with a community or campus partner. A structured service activity with defined roles. A reflection component (discussion, written reflection, or facilitated debrief).

Examples: Organizing a service drive paired with educational programming. Creating a recurring volunteer initiative with training and reflection. Coordinating a service-learning event with intentional preparation.

3. Academic / Professional Development Program

Academic programs should support **intellectual exploration, disciplinary engagement, or career readiness**.

Must include: Clear academic or professional learning outcomes. Content of interest to specific majors, disciplines, or career interests. Coordination with faculty, alumni, or campus partners (when relevant).

Examples: A discipline-specific panel or workshop series. A graduate school or research preparation program. A skill-building workshop tied to academic or career pathways.

Required Planning & Leadership Components

Approved proposals must demonstrate evidence of:

- **Concept Development** – a clearly articulated idea and purpose
- **Logistical Planning** – timeline, space, technology, materials, and staffing
- **Budget Planning** – estimated costs and funding sources (if applicable)
- **Collaboration** – outreach to partners or contributors
- **Marketing & Outreach** – plan for promoting the event/program beyond Honors communication platforms
- **Assessment** – how success will be measured (attendance, feedback, outcomes)

Deliverables & Accountability

To earn Honors Leadership credit, students must:

- Receive **pre-approval** before hosting the event/program
- Successfully implement the approved proposal
- Submit a **post-event reflection and documentation**, which may include:
  - Attendance numbers
  - Photos or promotional materials
  - Budget summary
  - Participant feedback
  - Personal leadership reflection

Failure to complete the approved plan or submit required documentation may result in the proposal not counting toward Honors Leadership.

Proposal Submission: Deadline & Information Checklist

Deadline: Proposals must be submitted at least **three weeks in advance** of preferred event/program date using the Proposal Form: https://forms.office.com/r/kqUEDtXeui

The following information is required for a complete proposal:

1. Student Name(s) & Contact Information
2. Event/Program Title and Category (Social, Community Service, Academic/Professional Development)
3. Preferred Event/Program Date(s) and Timeframe
4. Intended Audience and Estimated Number of Attendees
5. Description of Event/Program Idea (200 words maximum)
6. Goals & Intended Outcomes
7. Explanation of Leadership & Responsibilities
8. Planning Timeline with Deadlines
9. Location/Space, Technology/Equipment, and Materials/Supplies needed
10. Budget in Excel (if applicable)
11. Campus or Community Partners (if any)
12. Marketing & Outreach needs beyond Honors Program communication platforms
13. Assessment Plan
14. Anticipated Challenges

After the proposal is submitted:
15. **Within two days**, email Priscilla Bautista pbautist@depaul.edu, Assistant Director of Student Engagement, to schedule a meeting to discuss the submitted proposal.
16. The email **must include** multiple days and timeframes in which **each student seeking Leadership** is available for an in-person or virtual meeting.