

Create Your Own Leadership Opportunity

The Create Your Own Leadership initiative allows Honors students to earn **Honors Leadership** 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
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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)
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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](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.
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