

Virtual Programming Guidelines

- **Definition of Virtual programming:**
 - Leeward CC wants to connect our students through events, remotely, in the safety of our students' homes. A virtual event is any organized meet-up that takes place online rather than in a physical location. Some virtual event examples:
 - [Netflix parties](#)
 - Zoom workshops (zumba, speakers, etc)
 - Zoom trainings
 - Social Media Challenges
 - [Kanopy](#) discussions

- **B&F can fund the following for virtual programs (these are examples):**
 - **Prizes:** The requestor is responsible for the mailing out or arranging student pick up times for these prizes
 - Purchases related to the virtual program like movie care packages.
 - School supplies
 - Video game products like games
 - Exercise equipment like yoga mats
 - For prizes the recipient must complete the [WH1 form](#)

 - **Honorariums:**
 - Speaker fees
 - Exercise instructor fees
 - Contracting services for graphic artists for social media campaigns

- **Best Practices for Virtual Hosts**
 - See this [website](#) for tools on how to plan virtual events
 - Disable screen share for other participants
 - Monitor the chat for bullying, sexual harassment, discrimination, and other inappropriate or offensive languages
 - Provide a "code of conduct" at the beginning of the session
 - If you are showing a Rated R film or show for educational purposes please receive the [minor waiver form](#) for your attendees