



Hosting Application Information

GSE welcomes any registered student organization to submit an application to host an International Coffee Hour event each year. Applications will be available early in the spring semester, prior to the next academic year, on the GSE website and publicized via the GSE listserv and social media. We are happy to provide this guide as a resource for requirements in hosting an International Coffee Hour as well as the selection process.

Requirements for Hosts

- Cuisine representative of the host organization's culture;
- Visual displays intended to educate Coffee Hour guests about the host's mission, culture, etc;
- At least five (5) volunteers that will interact with attendees in various ways throughout the event;
- And engaging ways to enhance cross-cultural learning amongst all students, faculty, and staff.

Co-Hosting Requirement for Departments

- Campus departments are no longer permitted to host Coffee Hour independently.
- All Coffee Hours must be co-hosted with a registered student organization (RSO).
- The selected RSO must be actively involved in planning, promotion, and on-site engagement.
- A campus department may serve as a supporting or sponsoring partner, but the Coffee Hour must be anchored by an RSO to ensure student-centered leadership and engagement.
- Departments are responsible for identifying and confirming their RSO co-host prior to submitting a request.

This approach is intended to:

- Center student leadership and peer-to-peer exchange
- Strengthen collaboration between departments and student organizations
- Ensure Coffee Hour remains a student-driven global experience

Space Allocation & Priority System

Due to space and capacity limitations, Coffee Hour requests will be reviewed and approved according to the following priority order:

- GSE-advised registered student organizations
- CSE-advised registered student organizations
- Culturally-based registered student organizations
- Student Affairs departments or other campus departments with a demonstrated, vested interest in global engagement

Note:

- These requests will be considered only if space allows and must meet the co-hosting requirement with an RSO.
- Priority is given to organizations whose missions align most directly with global engagement and student well-being.

Additional Notes

- Approval is not guaranteed and is dependent on space availability, staffing capacity, and alignment with program goals.
- Repeated no-shows, late cancellations, or failure to meet co-hosting expectations may affect future scheduling priority.