



Advancing Campus Community

**College Union and Student Activities Evaluation Program  
Host Institution Information**

Using criteria provided by the host institution, consultants will be identified and contracted by ACUI upon approval. The consultant team will be as diversified as is required by the requisites of the host institution, and can include a team leader, if appropriate.

The consulting team will meet with ACUI via teleconference once prior to arriving on the host campus. Time and schedules permitting, one teleconference meeting can be facilitated by ACUI prior to campus arrival between ACUI, host, and consulting team.

The host institution is responsible for creating the itinerary for the consultants while on-site. The itinerary usually consists of group meetings with key constituencies and personnel such as critical staff, faculty, students, community members, etc. It is acceptable to schedule some of these meetings over meals. ACUI will provide consultation on this schedule if desired.

ACUI will make all travel and lodging arrangements, unless otherwise agreed upon, with input from the host institution. The actual costs of these arrangements will be billed back to you in the form of an invoice at the time the final report is delivered. These fees will include airfare, destination ground transportation (rental car, shuttles, or a combination thereof), and destination hotel. Consultants will be booked in single rooms at three star hotels or comparable accommodations, based on recommendations from the host institution.

ACUI will directly reimburse consultants for their home-site ground transportation, all meals not provided by host during the consultation (these fees are not billed back to the host), and will directly pay the consultant honorarium.

The host institution will arrange for transportation between the hotel and campus for the consultants, or parking arrangements if they have a rental car, whichever is most mutually convenient.

ACUI will provide a written report within 30 days of the last day of the consultation. The host must designate the institutional representative(s) who will receive the report at the initial intake meeting with ACUI. The report will be provided in PDF format only unless otherwise requested.

The length and scope of the consultation visit is customizable, tailored to meet the specific needs of the host institution. Below are guidelines for the pricing structure for a visit; these fees include the identification, contracting, and honoraria for the consultants; the visit logistics coordination; and the production and editing of the final report.

**ACUI Member Rates:**

# of Consultants	2	3	4
1.5 Day Visit	\$4500	\$5500	\$6600
2.5 Day Visit	\$6500	\$7500	\$9000
3.5 Day Visit	\$8900	\$9500	\$12,000