REQUEST FOR FUNDING/CO-SPONSORSHIP

If possible, please submit this request at least a semester in advance of the proposed event.

Date: ______________________________________
To: Jill Graham, Office of the Provost
From: _____________________________________
Re: Request for Funding

Department/Contact person requesting funds: __________________________________________________________

Event Information:

Speaker (include brief description):
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
Topic:  ___________________________________________________________
Sponsoring organization:  __________________________________________________________________
Date of appearance:  _______________________________________________________________________
List other sponsors if applicable: __________________________________________________________________
Goal/Purpose of event: _______________________________________________________________________
Intended audience/# expected:  _________________________________________________________________
Curricular opportunities for faculty/students:  ____________________________________________________

Total amount requested:  $___________

The above will be apportioned as follows:

Honorarium  ____________  Expenses  ____________
Meals  ____________  Lodging  ____________
Travel  ____________  Other  ____________  (please specify)

Are funds being requested from other sponsors?  ________  If so, which sponsors and what is the amount being requested?  ____________________________________________
FOR CLAS OFFICE USE ONLY (Account to be charged) ______________________________

Date: __________________________
To: __________________________
From: Ken Krebs, Associate Dean of the Faculty, Office of the Provost

This will authorize expenditures of a sum not to exceed $______________ to be incurred in connection with the visit to campus of ________________________________
Signed ______________________________