



REQUEST FOR FUNDING/CO-SPONSORSHIP

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

Date: _____

To: Brittany McCormac, Office of the Provost

From: _____

Re: Request for Funding

Department/Contact person requesting funds: _____

- If Requestor is a student, please include name of staff or faculty sponsor _____

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: _____

Which CLAS fund do you believe is most appropriate for support? _____
(see CLAS webpage for descriptions)

Total amount requested: \$ _____

The above will be apportioned as follows:

Honorarium _____ Event 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 from each sponsor? _____

FOR CLAS OFFICE USE ONLY (Account to be charged) _____

Date: _____

To: _____

From: Marcus Thomsen, 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 _____