

**ACADEMIC ENRICHMENT FUND
LECTURE/EVENT PROPOSAL FORM**

(11/15/2007)

Please complete this form and send it to Madeleine Winterfalcon – Old Chapel #403 or email it to mwinterf@middlebury.edu, for consideration by the Academic Enrichment Fund Committee.

Faculty Member "Contact" _____
Event/Lecturer's Name _____
Proposed Lecture Topic _____
Proposed Lecture/Event Date(s) _____
Proposed Time: _____
Room/Auditorium: _____
Target Audience/Size: _____

YOUR BUDGET BREAKDOWN:

| | |
|------------------------|---------------------------|
| Honorarium: | \$ |
| Travel: | \$ |
| Accommodations: | \$ |
| Ground Transportation: | \$ |
| Catering: | \$ |
| Off-campus Meals: | \$ |
| Other | \$ |
| on campus _____ | off campus (where?) _____ |
| Total Expenses | \$ |

FUNDING (list other sources from which you have received/will receive co-sponsorship monies):

Fund #1: Department/Office and amount _____ pending committed
Fund #2: Department/Office and amount _____ pending committed
Fund #3: Department/Office and amount _____ pending committed
Fund #4: Department/Office and amount _____ pending committed

REQUESTED AMOUNT/INDEX FOR TRANSFER:

Amount Requested from the Academic Enrichment Fund: _____

Banner Index to which the funds should be transferred: _____

DESCRIPTION OF EVENT:

Please describe the event (i.e. connection to classes, co-curricular events, etc), the size and nature of the target audience, and any other information that might assist the committee:

When preparing posters for this lecture/event, be sure to give credit to this fund: the Academic Enrichment Fund.

After the event has taken place, please send a copy of the poster and a small highlight paragraph with 1) Lecturer's name, title, and affiliation, 2) Date and title of lecture, 3) the approximate attendance of the event, and 4) the final cost of the event.

REQUESTOR'S SIGNATURE/DATE: _____

FOR COMMITTEE USE ONLY

| | | | | |
|-------------------------|-------------------------------------|------------------|-------------------|-------------|
| ALLOCATION | | | | |
| DONE: | JE _____ (date) | COPIES TO | ORIGINATOR | FILE |