

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

(8/8/2022)

Please complete this form and email to Kathleen Parent, kparent@middlebury.edu, for consideration.

Faculty Member "Contact"

Event/Lecturer's Name

Proposed Lecture/Event Date(s) Proposed

Time:

Target Audience/Size:

YOUR BUDGET BREAKDOWN:

Honorarium:	\$
Travel:	\$
Accommodations:	\$
Ground Transportation:	\$
Catering:	\$
Other Meals:	\$

Total Expenses \$

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

Fund #1: Dept/Office and Amount	pending	committed
Fund # 2: Dept/Office and Amount	pending	committed
Fund #3: Dept/Office and Amount	pending	committed
Fund #4: Dept/Office and Amount	pending	committed

AMOUNT REQUESTED FROM THE ACADEMIC ENRICHMENT FUND:

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 relevant information:

All requests will be reviewed by the Dean of Curriculum and a decision email will be sent to you. All expenses will be managed through Oracle and you will be provided an EDORDA to charge for any approved Academic Enrichment funds.

REQUESTOR'S SIGNATURE/DATE: