

# Academic Speaker Supplement Funds

## Lecture/Event Proposal Form

(This is a fillable form)

8/14/2024)

*Please complete this form and email to Kathleen Parent, [kpparent@middlebury.edu](mailto:kpparent@middlebury.edu), for consideration.*

Faculty Member "Contact"

Event/Lecturer's Name

Proposed Lecture/Event Date(s) Proposed

Time:

Target Audience/Size:

### YOUR BUDGET BREAKDOWN:

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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
Fund #5: Dept/Office and Amount	pending	committed
Fund #6: Dept/Office and Amount	pending	committed

**Amount Requested from the Academic Speaker Supplement Fund:**

**DESCRIPTION OF EVENT:**

Please describe how these academic speaker supplement funds will be used and how the request is connected to your teaching, classes, and students. Be sure to include how many students will benefit from this request, the nature of the event and its target audience (if applicable), and any other relevant information. If you have more than 6 possible co-sponsors, please include these sponsorships in the description below:

*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:**