

**Ethnic Studies Department
Colloquium Speaker Funding Request Form**

Please submit all requests for funding and scheduling to invite speakers to an Ethnic Studies Colloquium Slot to the Colloquium Committee for approval.
Please submit one form per speaker.

Speaker Information:

Name: _____
 Title: _____
 Home Institution/organization: _____
 Email address: _____
 Telephone: _____

| |
|---------------------------------------|
| Curr. Committee Endorsement |
| <i>(please check one)</i> YES / NO |

Host/Requestor Information:

 Name: _____ Signature _____ Date _____

Scheduling Information:

Preferred
 Date: (MM/DD/YY) _____
 Time: _____
 Venue Name/Location: _____

(note some venues charge facilities rental fees)

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|--|
| Curr. Committee Approvals |
| <i>(please check one choice for each date)</i> YES / NO |

Alternate
 Date: (MM/DD/YY) _____
 Time: _____
 Venue Name/Location: _____

| |
|--|
| <i>(please check one choice for each date)</i> YES / NO |
|--|

Anticipated Expenses:

Budget **anticipated** for speaker/event:

| | | |
|------------------------------|-----------|-------|
| Airfare/other Travel: | \$ | _____ |
| Accommodations: # of nights? | \$ | _____ |
| Meal Reimbursement: | \$ | _____ |
| Honorarium: | \$ | _____ |
| Facilities Rental Fees: | \$ | _____ |
| AV Equipment/Tech Support: | \$ | _____ |
| Event Catering: | \$ | _____ |
| Promotional Material: | \$ | _____ |
| Other/Incidentals | \$ | _____ |
| Budget Total | \$ | _____ |

Will you require departmental admin support and staffing?

Yes No

| |
|--|
| if Yes - HR/Fiscal Spec. to coord. event |
|--|

Funding Plan:

| | | |
|--|-----------|-------|
| Funding you are request from Curriculum Committee: | \$ | _____ |
| Co-sponsorship and other fundraising efforts: | \$ | _____ |
| Speaker-incurred expenses | \$ | _____ |
| Total (should match budget total above) | \$ | _____ |

| |
|---------------------------------------|
| Curr. Committee Approval |
| <i>(please check one)</i> YES / NO |

Approvals and Routing:

| | | | |
|--------------------------------|--------------------|---------------|---|
| Curriculum Committee Chair: | _____ Signature | _____ Date | <i>(next - route to MSO)</i> |
| MSO (Samira) | _____ Signature | _____ Date | <i>(next - route to Grad Coordinator)</i> |
| Graduate Coordinator (Christa) | _____ Signature | _____ Date | <i>(next - route to HR/Fiscal Specialist)</i> |
| HR/Fiscal Specialist (Damarys) | _____ Signature | _____ Date | <i>(next - route to Alumni/Dev. Coordinator)</i> |
| Alumni/Dev. Coordinator (Joje) | _____ Signature | _____ Date | <i>(next - return to HR/Fiscal Spec. for archiving)</i> |