

**Vassar College academic lectures supported by the Office of Dean of the Faculty
Request - Spring semester 2018
priority deadline of Nov. 17**

REQUEST FOR LECTURE FUNDS

Four slots will be reserved for proposals received after the priority deadline. Proposals received after the priority deadline will receive a response by January 31st.

The Office of the Dean of the Faculty provides funds to support outside speakers for events open to general campus audiences. Some department and program operating budgets have limited lecture funds, and several departments and programs have endowments for lectures. Secure funding authorization from the DOF office prior to making commitments counting on such funding. Email form and supporting materials to deansoffice@vassar.edu or send paper copies to the Office of the Dean of the Faculty.

EVENT DETAILS:

Sponsoring Department or Program _____

Lecturer's Name _____

(please attach an abbreviated c.v. or brief biography)

Title of Lecture/Event _____ **Attached Event Summary**
(please attach a brief summary of the lecture including a statement of how the event conforms to the lecture guidelines)

Proposed Lecture Date & Time _____ **Added to campus calendar**
(contact Campus Activities and the College Calendar *to reserve the date* and to be certain there are no conflicting events)

BUDGET INFORMATION:

Proposed honorarium (see suggestions below) \$ _____
 Top person in the field \$1,500 - Well established scholar \$800 - Early in career & nearby \$100
 Transportation \$ _____
 Lodging \$ _____
 Hospitality \$ _____
 Other (advertising, clean up, fire marshal) \$ _____

Total Cost \$ _____

CO-SPONSORS AMOUNT (if contributing financially)

1. _____ \$ _____

2. _____ \$ _____

3. _____ \$ _____

4. _____ \$ _____

Requested from the Dean of the Faculty office \$ _____

Department or Program Budget # (for use if the Dean's office contributes): _____

If you are not chair or director of your department or program, please ask your chair or director to indicate approval for the lecture and any department or program funding through an email to deansoffice@vassar.edu.

Signature: _____ **Department:** _____ **Date:** _____

This area for DoF Office use only

Approved: _____ **Amount:** \$ _____ **Copy To:** _____

Fund Source: _____ **Description:** _____