**Eureka College Arts and Lecture Request for Funding Guidelines**

This year, Arts and Lecture is dedicated to helping organizations and clubs bring speakers/lectures that will enrich the educational experience for the Eureka College Community and the public as well. Arts and Lecture has always strived to bring diverse and intellectual speakers to the Eureka College campus and is eager for the student body, along with faculty and staff, to be more involved in these decisions. It is important that the request for funds form is filled out with as much detail as possible so that Arts and Lectures Board knows what actions still need to be taken for the requested program/lecture to take on campus.

You must attach an itemized budget of your event to be considered for funding

You must keep all receipts documenting how funds were used. If seeking reimbursement, all receipts must be turned in to the Student Services, Engagement, and Leadership Office or Arts and Lecture President within 5 business days following your event for you to receive requested funds through the reimbursement process.

If an advance is requested and approved, all receipts must be turned in within 5 business days following your event, otherwise you will be responsible for the amount of the advance which will be charged to your student account.

If funding is approved, Arts and Lecture, through Student Senate, will act as a co-sponsor of the event. Organizations are required to put the name, Arts and Lecture on any published material as a co-sponsor for the event (i.e. fliers, ECTV, Facebook pages, etc). This requirement is to inform students of the availability of Arts and Lecture funding opportunities. Also, organizations will have access to the resources of Arts and Lecture and Student Senate for publication of material. As such, failure to meet this requirement could result in revocation or denial of funding for the event.

If you believe your event requires further explanation, you are welcome to attend an Arts and Lecture Board meeting. Information about the location and times of meetings can be obtained from the Arts and Lecture President. It is strongly encouraged that you attend because it allows the Board members to understand the event better and have any potential questions answered in a timely manner.

If there are any questions or conflicts with attending the meeting, the club or organization can contact the President or Advisors of Arts and Lectures.

President, Kayla Green kgreen17@eureka.edu Phone: (618)-402-7209

Faculty Advisor, Molly Ball mball@eureka.edu Phone (309)-467-6337

Staff Advisor, Shari Rich srich@eureka.edu Phone (309)-467-6424

**Arts and Lecture Allocation Funding Request Form**

Organization/Club/Program \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (If form is being submitted by an independent student/faculty/staff, include name here)

Advisor’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ President’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Treasurer’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Detailed Budget Attached

Amount Requested $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reimbursement Advance

Describe the event/lecture or and speaker that you are requesting, including the proposed date, time, location:

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How will this add value or impact the Eureka College student body?

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What is already done in planning for this event? (Fundraising, Room arrangements, Speaker contacted, location, dates, contract signed). Please note that contracts must be reviewed and approved by the CFO/Business Office. Press releases to promote to an external audience must go through Media Relations.

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Signature of Club/Org President Date Signature of Club/Org Advisor Date

**Arts and Lectures Board Use Only**

Amount Requested: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount Approved: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Arts and Lectures President Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean of Students Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Check Request or Transfer Provided to SSEL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Receipts Received:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Special Instructions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Copy Provided to Arts & Lecture Chair Copy and Receipts Provided to the SSEL Office, Office Manager