

Academic Leadership Special Events Fund Funding Request Form

08.01.24



Please complete and forward this form electronically to your dean, vice president, or advisor (for student groups) who will indicate their approval by forwarding the form to [Kerry Castano](#) in the Office of the Provost.

Please submit your request no later than six weeks before the event. Once the Academic Leadership Special Events Fund has been fully allocated, there will be no further awards that year.

Today's Date: _____
Name of Requester: _____ Title of Requester: _____
Requester's University of Vermont E-mail Address: _____
Home Department/Group: _____

Date of Event: _____
Event Title: _____
Description of Event: _____
Goals of the Event: _____
If this event has been held before, list prior date(s) and attendance: _____
Are there other major events on the date of this event? Yes No
If yes, please list other events: _____

Is this event open to the public? Yes No Is it a ticketed event? Yes No
How many attendees do you estimate will attend? _____
If you believe your speaker or event may be high profile (see examples in italics below), please briefly describe why.

Total Event Budget: _____ Will admission be charged at this event? Yes No
What percent of the total event budget will be generated by admission fees? _____
Outline budget by category and amount below (example: Transportation \$250, Publicity \$100)

Amount of Academic Leadership Special Events Funding requested: _____
Other non-academic unit sponsors from whom funds have been requested/provided (and amounts):

Please describe the ways in which the proposed event supports no fewer than **three** of the following criteria:

- Supports positive institutional impact

- Impacts multiple departments/programs/colleges/schools

- Enhances institutional reputation

- Enriches academic or co-curricular activities

- Supports student success and satisfaction

- Responds to critical or timely issues Advances the University's Academic Success Goals

- Supports innovation and/or entrepreneurship

- Furthers or celebrates academic, research, scholarly, or creative achievements

High-profile events include events in which participants, presenters, or attendees are:

- *Government officials (e.g. sitting and former heads of state, governors, federal judges, cabinet secretaries, etc.);*
- *Leaders of large organizations (e.g. CEO of a Fortune 500 company, a Catholic Cardinal, the Chairs of national organizations);*
- *Well-known celebrities or artists;*
- *Controversial and likely to attract protest.*

They include events that:

- *Have drawn heightened attention on other campuses or in other venues;*
- *Have a controversial subject matter likely to attract organized protest;*
- *Are likely or intended to garner significant media attention;*
- *Expect an attendance of 200 or more people;*
- *Discuss sensitive topics.*