**Course Support Funding Request**

**Dean of the College Office**

**AY 2013-2014**

**Introduction**

The Dean of the College Office is often able to offer financial support for course-related activities including (but not limited to) field trip travel, guest lecturers, off-campus events, student stipends (PLAs/TAs), registrations and fees.

**Guidelines**

* Faculty should complete the attached application form and include both a description of what the funding request is for and the rationale behind it.
* The funding amount will vary and is based on the availability of funds, number of students, and cost.
* Applications should be sent electronically to Kim Fisher in the Dean of the College Office at klfisher@clarku.edu.  Funding requests are accepted on a rolling basis.
* Priority will be given to FYI courses (First Year Intensives).

**Faculty Information**

Faculty Name:

Department:

Amount Requested:

Course Name: CRN: Number of Students Enrolled:

Description of Request:

Email Address:

Phone Number:

Address for Reimbursement Check (Campus Department or Home Address - this information is needed if funding request involves reimbursement for a prepaid item):

Department Budget Account Numbers (this information is needed if funding is to be transferred to your department budget):

 Index #:

 Org #:

 Account #:

For Dean of the College Office Use Only:

Budget: Acct. # Amount Approved: Transaction Date: