**REQUEST FOR ADDITIONAL FUNDS**

Each Scribner Seminar receives $600 for co-curricular programming, which may include field trips, speakers, performance tickets, shared meals, etc. (Books and pedagogical materials are paid for through a separate budget line: returning faculty members are allotted $50 and faculty new to the FYE may access up to $125.)

We understand that some faculty members may wish to undertake activities that exceed the seminar budget; this form allows you to request such funding in advance, which will assist the FYE Office in budgetary planning. We will fund as many such projects as we can, but preference will be given to those activities that clearly relate to the pedagogical content of the course.

Please note that this request is due in the FYE Office by July 31st. Given the demand for funding, late requests are unlikely to be considered.

NAME:

E-mail address:

Department:

Title of seminar:

Please provide a brief description of your planned activity. (Feel free to attach an additional sheet if necessary.)

Please submit an approximate budget. Specifically, how much are you requesting above and beyond your $600? A breakdown of specific costs is required.

Please explain the relation between this activity and the course content.

Will the event be open to other Scribner seminars?

Will the event be open to the Skidmore community?