

CCRI Foundation Sponsorship Application

Because of the generous donations from you and your colleagues as well as friends of CCRI, we are proud to support faculty and staff who seek to provide co-curricular enrichment for students and professional development opportunities for their colleagues by inviting speakers to campus to address topics of interest and relevance. The CCRI Foundation will provide a maximum of \$750 (seven hundred fifty dollars) to cover costs of honoraria, security, refreshments and travel for speaking events open to the college community and the public. Up to four (4) sponsorships can be provided per year. Scheduling must be coordinated with institutional and CCRI Foundation calendars and requests for support must be made by May 15 for the fall semester and November 30 for the spring semester.

To request a sponsorship award, complete the following information including signatures of your department chair or director and forward the form to the Office of Institutional Advancement, Flanagan Campus, Lincoln. Or you may email the form to foundation@ccri.edu and ask your chair or director to send an email indicating their support of the project. Once the request is received, it will be forwarded to CCRI Foundation Internal Relations Committee members for review and approval within one week.

Name of contact person: _____ Department/Campus: _____

Email address: _____ Phone number: _____

Names of colleagues working with you: _____

Have you requested or received funds from other College departments? If so please indicate the amount, the department and who you will be collaborating with.

Proposed speaker and topic: Please attach an outline and program goals.

Proposed date, time, and location:

Targeted audience (who and estimated attendance):

How many students will benefit from this grant? _____

Attach a Promotion plan: The CCRI Foundation requires that you comply with the college's graphic standards and include the statement, "Sponsored by a grant from the CCRI Foundation" on all promotional materials and announcements. Contact the CCRI Department of Marketing and Communications for assistance in promoting your event.

Attach a Proposed Budget (honorarium, security, travel, publicity, refreshments)

Requested funds (maximum of \$750): \$ _____

Approved by Department Chair: _____ Date: _____

Chair, CCRI Foundation Internal Relations Committee: _____ Date: _____

President, CCRI Foundation: _____ Date: _____

Application deadline: November 30 for the spring semester and May 15 for the fall semester.