**Request for Core Funding – Incidental Expenses** *(Updated August 2019)*

**Name of Requester:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date of Request:** \_\_\_\_\_\_\_\_\_\_\_\_

**Core Course** *(Dept ### Course Name)***:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Semester course is being taught:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Faculty members are encouraged to contact the Core Director to discuss their funding needs, prior to submission of this form.*

**Check the appropriate budget category, and describe the request as directed.**

**\_\_\_ *Stipend*** (Le Moyne personnel) **for guest lecturer(s).** The typical amount is $200 per class visit, subject to budget availability.

**Explain the expertise of the guest lecturer(s) as it pertains to this course.**

**Number of class meetings that will be led by the guest speaker(s).** \_\_\_\_\_\_\_\_\_\_\_\_

**Total requested amount.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_ *Honorarium*** (non-Le Moyne personnel) **for guest lecturer(s).** The typical amount is $200 per class visit, subject to budget availability.

**Explain the expertise of the guest lecturer(s) as it pertains to this course.**

 **Number of class meetings that will be led by the guest speaker(s).** \_\_\_\_\_\_\_\_\_\_\_\_

**Total requested amount.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_ *Course Expense\** (*e.g.,* texts/media for course development, demo supplies, transportation, entrance fees, *etc.*).**

**Amount requested:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Explain why this expense is important to the course.**

**Are there any other sources of funding?** Consider departmental budget; Research & Development budget; Campus Life and Leadership budget; Creating student “usage fee” for the course; *etc.*

\* The Core program has no capacity to store, maintain, or manage equipment and non-consumable supplies. Therefore, Core funds cannot be used for these types of items.