

University of Nebraska at Omaha
ENGLISH DUAL ENROLLMENT
SPONSORED EVENT APPLICATION
2017-2018

The UNO English Dual Enrollment Program is pleased to announce opportunities for faculty to propose funding events (speakers, hosted workshops, etc.) that have the potential to benefit Dual Enrollment teachers and their students. Funds may be used for speaker fees, honoraria, event costs, lodging, and travel expenses. Typically the amount available is limited to \$1,500 per event, although requests for more than this amount can, under exceptional circumstances, be considered.

Faculty should suggest speakers who are willing to address issues of interest to DE teachers, students, and the broader language arts, academic, and local communities.

Applications for speakers or event funding for 2017-2018 should be sent to the English Dual Enrollment coordinator, Chuck Johanningsmeier (jmeier@unomaha.edu).

Notes

- Although the speaker's topic may be discipline-specific (literature, linguistics, composition, rhetoric, creative nonfiction, etc.), all DE faculty members and, when relevant, DE students, should benefit.
- All proposed speakers' presentations should serve to enhance the DE mission.
- All funded events should be scheduled for times and locations that are convenient to Dual Enrollment teachers and/or students
- Budgets should be as complete and accurate as possible.
- The speaker's resume or a clear description of the speaker's area of expertise and potential interest to the DE community must be attached to the application.

If your event application is funded by DE, you must:

- Work with DE to promote the speaker to DE teachers and students.
- Submit original receipts to Jill Sutton within 30 days of the event in order to be reimbursed. No affidavits in lieu of receipts will be accepted.
- Submit a brief report (under 250 words) on the event within 30 days after the event to Dual Enrollment Coordinator Chuck Johanningsmeier (jmeier@unomaha.edu). Please make sure to tell what efforts you made to promote the event among Dual Enrollment teachers and students, and how many of them attended.

1. Applicant Information

Name: _____

Position: _____

Phone: _____

Address: _____

E-mail: _____

2. Event Information

Event Title: _____

Subjects involved (i.e. Creative Nonfiction; Second Language Acquisition, Linguistics, Literary Studies):

How will the event potentially benefit Dual Enrollment teachers and/ or their students? **(Please limit to 1 page)**

3. Budget

Speaker/Workshop Leader Fee _____

Estimated Travel _____

Estimated Lodging _____

Venue Fee _____

Food Service _____

Estimated Other Costs (specify): _____

Less Other funding (specify): _____

TOTAL REQUEST _____