

University of Nebraska at Omaha
ENGLISH DUAL ENROLLMENT
SPONSORED EVENT APPLICATION
2019-2020

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 \$250 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 2019-2020 should be sent to the Department of English Dual Enrollment coordinator, Chuck Johanningsmeier (jmeier@unomaha.edu).

Notes

- Although the speaker's topic (or topic of the event) may be discipline-specific (literature, linguistics, composition, rhetoric, creative nonfiction, etc.), all DE faculty members and, when relevant, DE students, should potentially benefit.
- All proposed speakers' presentations and events 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 resumé 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 the Department's Dual Enrollment Coordinator to promote the speaker or event to DE teachers and students.
- Submit original receipts to Jill Sutton within 60 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) about the event within 30 days afterward 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: _____

Phone: _____

Address: _____

E-mail: _____

2. Event Information

Event Title: _____

Event Date(s): _____

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 one paragraph.)**

3. Budget

Speaker/Workshop Leader Fee _____

Estimated Travel _____

Estimated Lodging _____

Venue Fee _____

Food Service _____

Estimated Other Costs (specify): _____

Less Other funding (specify): _____

TOTAL ESTIMATED COST _____

TOTAL FUNDING REQUEST _____