

MEMORANDUM

TO: Deans, Directors, and Department Chairs
FROM: Donald Christian, Provost
DATE: October 6, 2009
SUBJ: Special Events Programs: Spring 2010

Applications are now being accepted for Spring 2010 Special Events associated with the academic program of SUNY New Paltz.

These funds will support events occurring during the Spring 2010 semester. Please note that all Special Events supported by this program must contribute to the academic mission of SUNY New Paltz. Requests for funding must be submitted to Academic Affairs as follows:

- No later than **December 11, 2009**, for January and February events; and
- No later than **February 5, 2010**, for March, April, and May events.

Faculty may apply for funding for one proposal per semester. Proposals must be made on the official Application for Special Events Funding form. The application may be obtained from the Office of Academic Affairs in HAB 801 or from Academic Affairs' Web page at www.newpaltz.edu/acadaff/specialevents.html.

Special Events funds will be used to support events that contribute to the academic mission of SUNY New Paltz and that give promise of as wide appeal as possible to the academic community of the College and the general community that the institution serves. Generally, preference will be given to events that directly enhance academic programs; however, consideration will be given to the ability of the proposing organization to defray costs itself. Some restrictions have been placed on the expenditures of funds supporting Special Events:

1. Special Events funds will not be used to support faculty travel.
2. Special Events funds will not be used to support food service, receptions, or similar social events.
3. Campus employees and students are not eligible to receive honorarium payments from Special Events funds.
4. Special Events funds will not be provided for annually held events that have previously received support three or more times.

Funding for Honorarium Payments

If you are applying for Spring 2010 Special Events funding and your proposal includes an honorarium payment to a guest speaker/guest artist, a detailed description of the services to be performed by the guest must be

included in your proposal budget. Honorarium payments to guest speakers/guest artists through Special Events funds will be made in accordance with the following schedule:

SERVICE PERFORMED	HONORARIUM PAYMENT
Lecture	up to \$500
Lecture plus workshop	up to \$1,000

Exceptions to the above payment schedule will be considered only upon submission of justification that sets forth the reasons why a higher honorarium payment is appropriate for that guest. Requests for exceptions to the above payment levels must be included with the original funding application.

The proposal must indicate the guest speaker's/guest artist's full legal name as it would be indicated on any reimbursement paperwork that would be submitted should the proposal be chosen for funding. This will ensure consistency between the review process and final payment and thus will aid in audit compliance.

Funding for Guest Speaker's/Guest Artist's Travel

Funding may also be available to support the proposed guest speaker's/guest artist's travel to the campus. If you wish to apply for funding for the guest speaker's/guest artist's travel expenses, please include an itemization of these expenses (i.e., airfare, lodging, ground transportation) in your proposal. Travel expenses covered through Special Events funds will be reimbursed in accordance with published State rates and campus policies and procedures.

If you have any questions, please contact Joy Simmerman at x3277.

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