

Approved 11-9-99

## CEPS Telefund Committee Special Projects Request

Requested by \_\_\_\_\_ Date \_\_\_\_\_

*The funds should only be awarded to CEPS personnel only. Submission dates are the last day of the month September through May. Decision on funding at next meeting of committee-second Tuesday of the month*

Email \_\_\_\_\_

Phone \_\_\_\_\_

Office Number \_\_\_\_\_

Amount Requested \_\_\_\_\_

*The funds should be for activities for which other funding sources are limited.*

*Generally one time awards with maximum of \$100 and is subject to availability of funding*

Describe how other funding sources are limited (50 words)

Description of Special Project (Limit to 200 words)

*The funds should be for projects that benefit some aspect of CEPS activities.*

*Examples of projects: Guest speakers, sponsorship of multi department activities, recruitment of special student populations.*

*The funds should NOT be awarded for research, professional development or student scholarships.*

Project Budget: (must comply with all University regulations)

*The funds should be used to cover expenses, with unused monies retained by CEPS Telefund.*

***Italics denote CEPS Telefund Committee Guidelines***