

Visiting Lectures Committee GUIDELINES-SP10'

The Visiting Lectures Committee (VLC) receives funding from the Council on Student Activity Funds (CSAF) for the purpose of bringing educational enrichment programs and guest lecturers that will benefit WIU students. The Committee will meet soon to allocate funds to organizations and departments for SPRING, 2010. If your department or organization is financially unable to bring a speaker to campus, the VLC may appropriate up to \$400 for an honorarium, or to supplement speaker fees, providing the request is granted.

Printable Forms

The following forms require Adobe Reader. If you require the forms in an alternative format, please call the Office of Student Activities at 309/298-3232.

- A. [Request for Funding proposal](#)
- B. [VLC-RFP Guidelines](#)
- C. [Event Evaluation](#) (to be completed following an event)
- D. [VLC-Contract](#) for Lecture Honorarium

RFP DUE DATE: Complete and return signed RFPs to Diane Kornegay at the OSA-Union no later than Friday November 6, 2009. You will be informed if your request has been granted. Questions? Contact Diane at dm-kornegay@wiu.edu.

VLC-RFP Guidelines

1. **THE AMOUNT AWARDED CAN ONLY BE USED FOR THE SPEAKER'S HONORARIUM.** If the lecturer will agree, his/her contract should include a flat lecture fee that will cover the HONORARIUM and all expenses.
 - a. **IMPORTANT:** Be aware that an academic department's General Revenue Account cannot be reimbursed if they pay the fee and seek reimbursement.
 - b. Be prepared to designate a departmental faculty or staff member to coordinate the payment process with the OSA fiscal agent.
2. A standard WIU contract agreement must be completed for Lecture HONORARIUMS and it is available online:
 - a. It will be the responsibility of the sponsor to obtain all required signatures on the contract, including the advisor(s).
 - b. [VLC-Contract](#)
3. **The sponsor should provide topic information, the speaker's credentials, and sufficient information to the committee for making an informed decision about the program under consideration.**
4. All advertising of the lecture must contain the following byline, "This event is co sponsored by _____, the Visiting Lecture Committee and the Council on Student Activities Funds."
5. The sponsor must issue a press release through the University Relations Office (contact Bonnie Barker at 298-1993) to help promote the speaker. Other promotion is strongly encouraged.

6. The sponsor must check with the University Master Calendar in the Conference and Event Services Office (298-2421) to ensure that there would be no conflict with any major campus event.

7. Guideline Requirements:
 - a. All lectures must be open to the general student body and be free of charge. *VLC funds are not to be used for classroom instruction.* A lecturer may also speak to classes but it must be in addition to the open lecture.
 - b. **If for some reason you are not able to present your approved program, you must get permission from the Visiting Lecture Committee to use the allocated monies for another program.**
 - c. The speaker should be encouraged to stay in the University Union guest rooms. Please contact the Hotel supervisor at 298-1941.
 - d. **A written evaluation of the program must be submitted to the Office of Student Activities within 10 working days after the event. If no evaluation is completed, the organization would be ineligible for future funding.**
 - e. Again, it will be the responsibility of the sponsor to obtain all required signatures on the contract, including the advisor(s). Designate the person coordinating the payment process, relative to co-sponsorships, who will be working with the OSA fiscal agent.

FINAL NOTES:

All honorarium payments require a signed contract with the lecturer before a check can be requested. Even if payment is not mailed, the guest's home address and a Federal tax I.D. or social security is required by the business office before a check will be processed. **Please allow two weeks to process the check request** because signatures of approval are required from several WIU Departments.

To reiterate, the Visiting Lectures Committee (VLC) receives funding from the Council on Student Activity Funds (CSAF) for the purpose of bringing educational enrichment programs and guest lecturers that will benefit WIU students. If you have any questions contact Diane Kornegay at dm-kornegay@wiu.edu. Thank you in advance for adhering to the guidelines.