

UL – Lafayette Lyceum Fund Committee Guidelines

Amended August 2016

I. **Introduction**

Lyceum funds are used to offset the funding of academic speakers. A representative from the sponsoring university department or organization must be present at the relevant Lyceum Committee meeting to present the proposal and answer any questions.

II. **Specific Guidelines**

- a. **Eligibility:** Speakers should be sponsored/requested from different colleges or organizations and represent a variety of subject areas.
- b. **Funding Limitations:** The committee will entertain requests up to **\$1000.00** for any speaker. The committee cannot provide multiple or double funding, and will not hear requests after the program has taken place.
Approved Funding Uses: Lyceum funds may be used to cover honorarium expenses for the proposed speaker. No Lyceum funds may be allocated to the purchase of food or drink.
- c. **Request Deadlines:** A Lyceum request must be submitted from the requesting department or organization at least one (1) week prior to a committee meeting.
- d. **Acknowledgement of Sponsorship:** Proper notification must be included in all advertisements for the program in question, recognizing sponsorship by the Student Government Association and the Lyceum Committee. This includes fliers, newspaper advertisements, newsletters, websites, electronic mail, and any other form of advertisement utilized by event organizers.
- e. **Post-Event Requirements:** A written evaluation for each program must be submitted to the SGA Treasurer within two (2) weeks after the presentation of speakers. The evaluation should include:
 - i. Estimated attendance information
 - ii. An evaluation of the event by the sponsoring department or organization.
- f. **Meetings of the Committee:** The representative of the department will be informed of the committee's meeting at least three (3) days in advance. The representative of the department must attend the committee's meeting *in person*.
- g. **Emergency Hearing Protocol:** The committee, under extraordinary circumstances, may, by unanimous consent, waive the requirement for representatives of the sponsoring department or organization to appear before the committee *in person*.
- h. **Disbursement of Funds:** The Lyceum Committee may disburse approved funds via one of the following methods:
 - i. Directly to the sponsoring department or organization in accordance with university guidelines.
 - ii. Directly to the visiting speaker(s) in accordance with university guidelines.
 - iii. Via any other approved method in compliance with university guidelines.