Student Language Club Funding in the Language Resource Center (LRC)

2014-2015

**How Much:** Available to each language club per year: $50

**Who:** Language clubs associated with the languages taught at IWU. (Should a language club not exist for a particular language, then a group of students who are taking that language may also apply for funds.)

**For What:** The money is intended to support language club activities that take place in the LRC or another space Buck Hall.

**When:** Applications must be supported no later than two weeks before the planned event. Please check with Sharla Brown-Ajayi, the Language Dept. Office Coordinator, to make sure there are no time/space conflicts. Send applications to LRC Coordinator Prof. Jim Matthews in Buck 207 or (matthews@iwu.edu) or apply online at www.iwu.edu/lrc under the LRC Request Form.

**How:** Language clubs must submit an application that includes the following:

- Event Sponsor(s)
- Club Faculty Advisor name (or faculty contact) and consent
- Event Name
- Event time, date, and place
- Event Participants and anticipated number
- Event Description and Purpose
- Event Budget that includes how the $50 (or less) will be used
- Statement that the club will follow the LRC rules
- If application is approved, remember to keep all original receipts for reimbursement and submit these to the Language Dept. Office Coordinator in a timely fashion following the event.

LRC rules include:

- Clean up after your event so that the LRC looks like you found it
- If anything is damaged, please report it to an LRC monitor
- If any questions, ask an LRC monitor for help
- Please be considerate and be mindful of others also using the space.