THE WORKSHOP PROGRAM TOP TEN

Top Five Financial Rules to Know

1. A signed LA-6 form must be turned in for a visitor before any expenses can be paid – hotel, travel, etc. This is University policy.
2. There is a $1000 per year limit on food purchases for each workshop, as well as a $1000 per year limit on book purchases; no alcohol can be paid for out of workshop funds.
3. A maximum of one-third of your total budget can be spent on one event.
4. All receipts must be received by June 30, 2005 in order to be paid out of workshop funds.
5. Workshop funds do not roll over into the next year; workshops must use all their funds in the year that they are issued. Any remainder will be returned to the grant account.

Top Five Program Requirements to Know

1. Graduate coordinators must attend orientation sessions in the fall. Faculty coordinators are requested to attend as well. Department administrators are also welcome to come.
2. Workshops must meet at least 4 times per quarter.
3. Schedules of your workshop meetings must be entered online so that they can be listed on the Humanities Center website.
4. In the spring, you must pass out, collect, and return participant evaluation forms.
5. In the spring, each workshop must complete an end-of-year report detailing workshop activities through the year. A list of all presentations must be submitted that includes name of presenter, title of talk, and date.