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