



Hightower Speaker Funds Request Form

Hightower Speaker Funds Request

Each year Emory College of Arts and Sciences receives funds from the Hightower endowment, which memorializes the late Robert E. Hightower Sr. This endowment provides funds to bring outstanding visiting speakers to Emory. Typically, we support individual honoraria requests from \$500 - \$1,500 depending on the level and duration of the speaking commitment and engagement with ECAS students and faculty.

A successful Hightower Speaker Funds request is defined as follows:

- Hightower Speaker Funds are limited to honoraria.
- The program or event promotes interdisciplinary, college-wide discussion and dialogue on important topics in a variety of fields.
- Other funding sources, including departmental or program support, committed to program or event must be outlined in the request.
- Requestors should describe in a brief paragraph of student (undergraduate and graduate) engagement.

Requestor's Name

Requestor's Email

Department

Title of Event

Date of Event

Type of Event (Lecture, Reading, Reception, etc...)

Description of interdisciplinary nature of the program or event.
(250 character maximum)

Name of Speaker(s)

Which ECAS departments have you contacted to participate and/or serve as a co-sponsor? (Minimum of three required)

List your co-sponsors and the amount of their commitment.

	Co-sponsor	Dollar Amount Committed
Line 1	<input type="text"/>	<input type="text"/>
Line 2	<input type="text"/>	<input type="text"/>
Line 3	<input type="text"/>	<input type="text"/>
Line 4	<input type="text"/>	<input type="text"/>
Line 5	<input type="text"/>	<input type="text"/>

Total cost of event (Amount should equal the expense total on the Hightower Budget Form).

Total honoraria to be paid to the guest(s).

Dollar amount your department/program will contribute.

Dollar amount being requested from the Hightower Fund.

Attach your event's budget (sample budget can be found <http://college.emory.edu/faculty/documents/funding-and-awards/hightower-funds-budget-example.pdf>).

How are you engaging with students (undergraduate and graduate) in a meaningful way? (250 character maximum)



Attach a letter of support from chair or director of departmental or programmatic priority for Hightower funding.

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