2015-2016 Faculty-Student Interaction Matching Funds Application

Academic Department: ____________________________  Event Title: ____________________________

Description of event (please attach an additional page if necessary).

Goals for the event (How will the event foster high impact faculty-student interactions or improve the experiences of undergraduate students in the department?)

How will you assess whether the event successfully meets the above goals?

What is the EXPECTED attendance for the event?  # of students: ________  # of faculty: ________

What is the primary audience for the event (e.g. prospective majors or minors, current majors, etc.)?

Event Contact Person: ____________________________  Event Contact Email: ____________________________

Event Contact Phone: _________________________  Event Date: _________________________

Estimated Total Cost of Event: ____________  Department Funds Committed to Event: ____________

Please list any other co-sponsors for the event: _______________________________________________________

Amount Requested from Matching Funds Program: ____________

Department Chair Signature: ____________________________  Event Contact Signature: ____________________________

Office of Academic Services Signature: ____________________________

Actual Event Attendance: _____  Copies of Receipt(s) Received: _____  Assessment Received: ____

Funds Dispersed: _____
The Deans’ Council has made matching funds available to assist academic departments in fostering a more engaging academic community for undergraduate students within their major/department. These funds are intended to help academic departments create a greater level of enthusiasm amongst undergraduate students about their major(s) and/or minor(s); and to help promote a stronger sense of an academic identity for undergraduates within their department or program. The program will provide funds to help departments host events intended to provide undergraduate students with meaningful interactions with faculty in their chosen area of study, outside of the classroom.

Applying for funds is easy! Below are a few important points to bear in mind:

- Student led initiatives will be given high priority. However, any faculty, staff, or student, with the support of the department chair, can apply for funds.

- Funded events might include “meet the majors” type events where prospective majors interact with current majors and faculty in the department. Departmental mixers are also appropriate. The funds are not intended to support recruiting programs for outside employers to interact with students in the department.

- We anticipate that a range from $100 to $200 will be granted for a typical event or initiative, but proposals for larger scale events will be considered.

- It is expected that departments will typically contribute at least 25% to 50% of a proposed budget for an event.

- Requests will be reviewed by a committee of Academic Services Staff, chaired by PJ Dickson, Assistant Dean for Academic Services.

- Funds will be transferred to a department’s account after the event has been held and copies of all related receipts have been received and reviewed by PJ Dickson in the Office of Academic Services.

- Requests should be submitted 3-4 weeks in advance of an event whenever possible, to allow review before a department has to commit to funding an event.

- Recipients of matching funds are encouraged to assess the positive impact of their event on attendees and report these findings, along with final attendance figures, after an event.

For questions or to submit completed application, please contact:

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