

OVERVIEW

Before inviting guest speakers

You must present your proposal in writing to the LEC 90 days before your event and a budget summation before any guest is invited to speak at your event. It allows the LEC enough time to consider your request. Requests will not be accepted (30) thirty days before an event.

The proposal will be added to the next LEC agenda. The goal is to have a final decision on your request no later than the close of LEC business that day (assuming your request meets the deadline and the information needed to render a decision is received).

The Library Event/Student Activity Support Funding

This fund is established to support Staff initiated events and activities to highlight the Library's services available for students, Faculty, and the UMBC Community. The fund is intended to provide Staff with another avenue *to acquire funds to produce an event/activity*.

This funding is not intended to become a fund that provides a regular operating budget within a specific year or in the long term. There is not one operational budget to fund these activities. The monies are pulled from other places and housed under administration activity.

[Library Activities for Student Support Funding](#) will be allotted for such expenditures in any budget year. Staff Members using funds for Library Activities for Events and Student Support will be required to provide an after-action report about what was gained/learned from the experience upon completion of the event. Please submit a brief within ten days after the event. This brief report will allow the library to add data and information to the annual report.

Event funding Proposal

The information submitted on the Event Funding Proposal and the availability of funds will be reviewed. [The Event Funding Proposal](#) requires some general information, a slightly more detailed explanation for the request, and a more detailed budget.

Remember:

1. Funds will not be used retroactively for expenses incurred or paid out before approval for funds.
2. Funds are earmarked and must be used within the current fiscal year only.
3. State or University funding sources aren't to refund/purchase any alcohol or tobacco products.

Upon event completion, expenditures must be accommodated with receipts or invoices. Submit all receipts and invoices to the Library's Business Services Specialist.

****The term "Staff" is considered: Library Staff and Faculty Rev. 8/3/2023**