Visiting Lectures Committee GUIDELINES

The Visiting Lectures Committee (VLC) receives funding from the Council on Student Activity Funds (CSAF) for the purpose of bringing educational enrichment programs and guest lecturers that will benefit WIU students. The Committee will meet soon to allocate funds to organizations and departments for Spring, 2015. If your department or organization is financially unable to bring a speaker to campus, the VLC may appropriate up to $400 for an honorarium, or to supplement speaker fees, providing the request is granted.

Printable Forms

The following forms require Adobe Reader. If you require the forms in an alternative format, please call the Office of Student Activities at 309/298-3232.

A. Request for Funding proposal
B. VLC-RFP Guidelines

RFP DUE DATE: Complete and return signed RFPs to Diane Kornegay at the OSA-Union no later than Friday, December 5, 2014. You will be informed if your request has been granted. Questions, contact Diane Kornegay at dm-kornegay@wiu.edu.

VLC-RFP Guidelines

1. THE AMOUNT AWARDED CAN ONLY BE USED FOR THE SPEAKER’S HONORARIUM. If the lecturer will agree, his/her contract should include a flat lecture fee that will cover the HONORARIUM and all expenses.
   a. IMPORTANT: Be aware that an academic department’s General Revenue Account cannot be reimbursed if they pay the fee and seek reimbursement.
   b. Be prepared to designate a departmental faculty or staff member to coordinate the payment process with the OSA fiscal agent.

2. The sponsor should provide topic information, the speaker’s credentials, and sufficient information to the committee for making an informed decision about the program under consideration.

3. A standard WIU Professional Services Contract agreement must be completed for Lecture HONORARIUM and is available online (purchasing website):
   a. It is the responsibility of the sponsor to obtain all required signatures on the contract, including the Lecturer and the student organization’s advisor(s)(if applicable).
   b. The sponsor should create a DPA (available on-line) for the amount of the honorarium. In the comments section, it should state how the check is to be handled (sent to the dept. to give to the lecturer or mailed)
   c. Two weeks prior to the event, the signed contract and the DPA should be sent to the OSA for signing. It will then be forwarded to the Business Office for processing.

4. All advertising of the lecture must contain the following byline, "This event is co sponsored by ______, the Visiting Lecture Committee and the Council on Student Activities Funds."
5. The sponsor must issue a press release through the University Relations Office (contact Bonnie Barker at 298-1993) to help promote the speaker. Other promotion is strongly encouraged.

6. The sponsor must check with the University Master Calendar in the Scheduling and Event Services Office (298-2421) to ensure that there would be no conflict with any major campus event.

7. Guideline Requirements:
   a. All lectures must be open to the general student body and be free of charge. **VLC funds are not to be used for classroom instruction.** A lecturer may also speak to classes but it must be in addition to the open lecture.
   b. If the approved program is not able to be presented, you must get permission from the Visiting Lecture Committee to use the allocated monies for another program.
   c. The speaker should be encouraged to stay in the University Union guest rooms. Please contact the Hotel supervisor at 298-1941.
   d. Again, it will be the responsibility of the sponsor to obtain all required signatures on the contract and to designate the person coordinating the payment process, relative to co-sponsorships, who will be working with the OSA fiscal agent.

FINAL NOTES:

All honorarium payments require a signed contract with the lecturer before a check can be requested. Even if payment is not mailed, the **guest’s home address** and a Federal tax I.D. or social security is required by the business office before a check will be processed.

To reiterate, the Visiting Lectures Committee (VLC) receives funding from the Council on Student Activity Funds (CSAF) for the purpose of bringing educational enrichment programs and guest lecturers that will benefit WIU students. If you have any questions contact Diane Kornegay at dm-kornegay@wiu.edu. Thank you in advance for adhering to the guidelines.