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| **O’Donnell Visiting Educator Budget Request** | Submission Date: |       |

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| To: | Center for Global Studies Advisory Board |  | Request for: | [ ]  | Fall | [ ]  | Spring Semester |
|  |  |  |  |  |  |  |  |
| From: |       |  |  |       |
|  | Faculty member |  |  | Dates of Visit (*approximate*) |
|  |  |  |  |  |  |  |  |
|  |       |  |  |       |
|  | Department |  |  | Name of Visiting Educator |
|  |  |  |  |  |
|  | **Contact Information for OVE:** |       |
|  |  | Address |
|  |  |  |  |  |
|  |       |
|  |  |  | City, State Zip, Country |
|  |  |  |  |  |  |  |  |
|  |  |       |
|  |  |  | E-mail |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Anticipated Expenses:** A total cost is presented to the Committee for consideration. Please include your best estimate for each expense. |
|  |  |  |  |  |  |  |  |
|       | **Advertising** (campus flyers, posters, | **BUDGETING GUIDELINES can be found at:** [**www.whitman.edu/provost/guest-lecturers/budgeting-guidelines**](https://www.whitman.edu/provost/guest-lecturers/budgeting-guidelines) |
| 0 | NPR, *The Wire* Ad, *U-B*) |
|       | **Instructional Media Service**  |
| 0 |  |  |  |  |  |  |  |
|       | **Transportation** (If your guest will have multiple lectures in diffident cities in the US, please provide itemized itinerary in the Additional Comments area and provide information on which part of the travel Whitman will cover) |
| 0 |  |  |  |  |  |  |  |
|       | **Lodging** | (Marcus Whitman from $110; $200+ during high demand nights plus tax) |
| 0 |  |
|       | **Meals/Reception** (lunch, dinner, post lecture reception, food w/ faculty and students) |
| 0 |  |
|       | **Faculty Stipend and OPE (**8% of the stipend**)** | Length of visit OVE Comp. Fac.StipendSingle Lect. $2000 $200Work Shop $5000 $500(1-2 weeks)Semester-long $50,000 $1000 |
|  |  |
|       | **Honorarium** (If your guest is not a US citizen or Permanent resident, additional paperwork will be required. The IRS requires Whitman College to withhold 30% of the amount of funds to be received by the speaker if your guest does not have a US tax identification number. Please take this into consideration when you invite an international guest) |
|  |  |
|  | **Miscellaneous** (babysitter, materials, or supplies) |
|  |  |
| **$**  | **Total Estimated Costs** |
|  |  |  |  |  |  |  |  |
|  |
| **Additional Comments:** |       |
|  |  |  |  |  |  |  |  |
| *This is a preliminary request form which will be submitted to the Committee for approval.* |
| We anticipate the following schedule of meetings and/or presentations (must include public lecture). **Please give specific information, i.e. a short bio of the speaker, area of specialization, title of presentation, contribution to curriculum**:      |

**Helpful checklist:**

**Date:** Try to avoid conflicts with other big events on campus such as Family Weekend or the Undergraduate

Conference. Keep in mind that lodging fills quickly during Spring and Fall Release weekends in Walla Walla.

**Description:** Please email a short paragraph describing your O’Donnell lecturer and the program they will be conducting while on campus and e-mail it to the Director of the Center for Global Studies, along with a copy of their CV, resume, or bio. (Please note that your description may appear on the Center for Global Studies webpage.)

**Honorarium:** Give your lecturer contact information for Qi Jia and she will send the performance contract, Speaker Permission Form, W-9 or other documents for non-US citizens to your speaker.

**Venue:** Please see [Conferences, Events & Scheduling](https://www.whitman.edu/conferences-events-and-scheduling) for room reservation info and an online request form to reserve venues for lectures, receptions or on-campus dinners.

**Events Calendar:** To add your event to the Whitman College Events Calendar, use the [online submission form](https://calendar.whitman.edu/event/create) on

the Events Calendar page.

**Posters and Advertising:** Please use the [Communications Office’s](https://www.whitman.edu/communications) Event Advertising self-service form to request poster advertising or off-campus paid advertising on Northwest Public Broadcasting/National Public Radio and/or the *Union-Bulletin*. Please note that the office requires a **minimum of 3 weeks lead time** to fulfill requests. All advertising should include the line “Sponsored by the Ashton J and Virginia Graham O’Donnell Endowment in Global Studies.”

**Technical Support**: Requests for technical support are arranged by filling out the [Event Support Request Form](http://www.whitman.edu/ims/request/), which includes information about fees.  This form must be submitted at least 14 days before your event. If you wish to record your event, you will need to collect the  [Recording Permission Form](https://drive.google.com/file/d/1LhEDUSQb3mpGXKFljiAMI7mLlLC4a5lU/view) to submit with your request. Please be aware that IMS does not support off-campus events.

**Course approval for O’Donnell Visiting Educator courses:** All credit-bearing courses need to go through the regular course announcement/approval process. There is an International Studies 400 rubric designed for 1-credit OVE special topics courses. Please consult the Director of the Center for Global Studies with any questions or assistance needs you might have.

**Office space for O’Donnell Visiting Educators**. While we cannot guarantee equipped office space for

all OVEs, it can often be arranged. The Director of the Center for Global Studies will assist you in locating office space, particularly for OVEs staying for an extended period.

**Orientation for OVEs offering credit-bearing courses**: Faculty hosts serve as the primary contact and academic resource coordinator for OVEs. Please share academic policy information with lecturers, assist them in setting up Canvas sites if needed, and consult with them on syllabus development. The Director of the Center for Global Studies will also review the onboarding process with you and assist with questions as they arise.