LALSI's Course Enrichment Program (COREP) - FUND REQUEST FORM

If you are interested in taking advantage of LALSI's Course Enrichment Program, please send the following information to Isaac Tercero (FMH 405G) or Luis Peña (LL 422). Thank you.

Section I: (To be filled out by the inviting Faculty member)

Faculty Member Name: _____   Date: _____

Course Name: _____   Amount Requested: $_____

Describe briefly the activity for which you would like support. _____ _

_____

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The Parameters of the Program are as follows:

◆ **A faculty member teaching a course cross-listed by *Latin American and Latino Studies* course can expect to receive *COREP* support for one activity per semester (in extraordinary cases *LALSI* may sponsor more than one activity for the same course).**

◆ **The total expense per guest/activity will be up to $400.00-$500.00 (unless otherwise authorized by the Director of *LALSI*) in the form of a nominal *honorarium* or other forms of appreciation such as paying for hotel, transportation expenses, or dinner.**

◆ **Upon request, *LALSI* will also provide publicity (fliers and posters) and secretarial support if necessary (for example, reservation of a larger space to accommodate non-Fordham attendees). The faculty member should inform our office of the situation, and we will make the necessary arrangements.**

◆ **All activities must be previously approved by LALSI's director. The main consideration for approval will be relevance to the course/ program and the quality of the activity.**

◆ **TWO WEEKS ADVANCE NOTICE is necessary to complete arrangements.**

Section II: The following information is necessary to begin processing payment. The SSN, Tax ID, or SSN equivalent of the guest will be requested on the W-9 or W-8BEN:

Name (speaker or institution): _____

Address: _____

_____

Telephone number: (_____) _____

E-mail Address: _____

****After this COREP form, the W-9 or W-8BEN form, the Independent Contractor Agreement form, and the ACH form (optional – for Direct Deposit) is returned to the Program Admin. or Exec. Secretary of *LALSI*, please allow <u>One to Two weeks</u> for processing and shipment of the check request.***