

## LYCEUM COMMITTEE GUIDELINES

**Lyceum** funds are used to offset the funding of academic speakers. A representative from the sponsoring university department must be present at the **Lyceum** Committee meeting to present the proposal and answer any questions.

1. Speakers should be brought from different colleges and represent a variety of subject areas.
2. The committee will entertain requests up to **\$600.00** for any speaker. The committee cannot provide multiple or double funding and **will not** hear requests after the program has taken place.
3. Lyceum funds may be used for transportation (which will occasionally include lodging) and honorarium expenses of the proposed speaker. **Food and drinks are not included.**
4. A Lyceum request form must be submitted from the requesting department at least one (1) week prior to a committee meeting.
5. *A social security number or passport number* must be included on the processing of Lyceum checks.
6. Proper notification must be included in all advertisement for the program recognizing sponsorship by the Student Government Association, Lyceum Committee, or Lyceum Logo. This includes fliers, newspaper advertisements, newsletters, and all other forms of advertisement.
7. A written evaluation for each program must be submitted to the **SGA Treasurer** within two (2) weeks after the presentation of speakers. The evaluation should include:
  - a. an itemized listing of actual expense
  - b. attendance information
  - c. an evaluation by the sponsoring department
8. A representative of the organization must be present to represent the proposal.
9. The representative will be informed of the meeting at least three (3) days in advance of the meeting.
10. It will be 2 or 3 weeks before the speaker receives the check. The check will be printed in the name of the speaker.