



CUNY Council on Foreign Language Study

The LOTE Discipline Council of the City University of New York

Founded 1978

Liliana Soto-Fernández, Acting President; Monica Casco, Vice President; Sarah Pollack, Acting Vice President; Lorena Ellis, Treasurer; Fabiola Fernández Salek, Secretary

Request for expenses up to \$300

Purpose: The purpose of this mini-grant is to foster activities related to promoting the study and practice of foreign languages. Those activities may include, but not be limited to, events, conferences, performances, workshops, and related expenses. Since 18 CUNY Colleges are members of the CCFLS, the amount to be granted to each college per academic year should not exceed 5% of the total available balance.

Deadline: Forms should be submitted before the deadline of the **previous** semester in which activities will be carried out and completed: **November 15** for spring activities and **April 15** for fall activities. Submit your proposal to the President, the Secretary and the Treasurer of the CCFLS.
(See website for details: <http://qccpages.qc.edu/cunyfl/officers.php>).

Approval* and Reimbursement: Expenditure of funds will be approved during the last meeting of each semester as "New Business." Requestor and Chair of the respective department will be notified that the grant was awarded. Reimbursement will be made after receipts of the expenses and evidence (program, flyer, etc.) of the project are submitted to the treasurer no later than June 30 of the respective academic year.

Requestor's name: Contact phone:

E-mail:

Department Chair:

E-mail:

Mailing address:

Campus:

City:

State:

Zip:

e-mail:

Purpose: ___ Registration ___ Travel ___ Other:

Amount requested:

Name, location and description of the project:

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Date of the project: _____

Requestor's signature: _____ Date: _____

Authorized by: Dr. Lorena B. Ellis, CCFLS Treasurer Date: _____

(print name and sign)

LBE/CUNYCouncilFL/Expenditures-10-30-08

***Note:** During no meeting of the CCFLS may an action be taken that results in any expenditure of CCFLS funds unless the impending vote on such action has been verified with the treasurer, included as part of the agenda, and made known to CCFLS members at least 4 days in advance of the meeting (e.g., by Monday for a Friday meeting).
<http://www.qcc.cuny.edu/ForeignLanguages/LEllis/default.htm>