

# ● Critchett Fund Proposal ●

## Macalester English Department

This form is to be completed to request Critchett Funds for Class Field Trips, Public Speakers or Events, Special Classroom Visitors or Special Projects. The proposal will be reviewed for approval by the English department chair (under \$200) or the Critchett committee (over \$200). Please submit the completed form in hard copy or via email to the English Department Chair and print a copy for your records. Please check with the Department Coordinator for help with planning and coordination.

---

Name of person requesting funds

Name of group, if applies

Date of proposal

Type of request

Event or Performance

Field Trip

Class Speaker

Other

Date of event, field trip, or speaker

Time of event, field trip, or speaker

Location of event, field trip, or speaker

Please describe the event, field trip,  
speaker, or special project

Please give the purpose of the event, field trip, speaker, or special project including identifying participants and expected numbers of participants

Total amount requested

Itemized list of estimated costs

Approval Signature

Approval Date