ATTACHED ARE FORMS FOR REQUESTING REMSEN BIRD FUNDS FOR THE 2018-2019 YEAR. AS IN PAST YEARS, SUSAN MOLIK WILL BE ASSISTING IN THE PROCESSING OF YOUR REQUESTS.

Please note the following regarding requests for funds, and read carefully as there are some minor changes from last year’s procedures:

- **Academic departments will be allocated a total of $1,500 for expenditures.** We would like to encourage programming that is both departmental and inter-departmental.
- **Inter-departmental program costs will be split between relevant departments.**
- **Department Chairs must sign every faculty request (including inter-departmental requests).**
- **Your request must include an estimate of the size of your audience.**
- **Please check the Master Calendar so campus events can be coordinated.**
- **If funds are approved, you must list your speaker on the Campus Events Calendar if the event engages a community audience beyond the classroom.** Anyone with access to the content management system can add an event at [www.oxy.edu/web-help](http://www.oxy.edu/web-help), or consult with your Department Assistant about this.
- **Remsen Bird funds cannot be used as honoraria for Occidental College employees.**
- **Remsen Bird programming is strongly discouraged during the last two weeks of each term (no programming after 1/19/18 for fall semester; no programming after 4/16/19 for spring semester).**
- **After approval, all arrangements for the event are the responsibility of the funded faculty member or department(s).**
- **An Assessment Form, including all requested information, must be submitted within a week of your event.** (The form will be sent as an email attachment with each approval of funds notification.)
- **The College policies and form for expense reimbursement are on the Business Office/Accounts Payables web site at [http://www.oxy.edu/business-office/Accounts-Payable](http://www.oxy.edu/business-office/Accounts-Payable). Please read them carefully before completing a reimbursement request.**
- **Also, refer to the RB Payment and Reimbursement Guidelines, attached.**
- **Please keep copies of paperwork for your reference/records.**

We are establishing the **following deadlines** for application to the Remsen Bird Fund this year:

**FALL TERM:** FRIDAY, OCTOBER 5, 2018

**SPRING TERM:** FRIDAY, FEBRUARY 22, 2019.

All requests must be approved by the Dean’s Office **IN ADVANCE.** We ask you to fill out the request form with your best estimate of the TOTAL COSTS involving your event. As in the past, the fund is generous, yet not inexhaustible. **Requests submitted after these deadlines will be accommodated as funding allows.**

The Remsen Bird Fund is designed for programming that will enhance the educational experience of our students. Please consider bringing local artists, scientists, activists, authors, and political figures who might spend a day or two on campus participating in a variety of events which will benefit Occidental students.

We encourage you to hold social events associated with your speaker or event. As stated on the REQUEST FORM, we will provide up to $150 for dinner with faculty and up to $250 for campus receptions which include students. If both students and faculty are included in dinners, that amount increases to $350.

**IMPORTANT:** If you are hosting a speaker/visiting artist for the first time at the College, please send them the following information in advance of their visit so that the College is able to pay the individual in a timely manner and to ensure the College complies with all tax laws: **Tax Compliance Notification Sheet & W-9 form.** This information is available on the Business Office/Accounts Payable web site at [http://www.oxy.edu/business-office/Accounts-Payable](http://www.oxy.edu/business-office/Accounts-Payable), or consult with your Department Assistant about this.

**INTERNATIONAL SPEAKERS:** When planning your event, please consult with the Nonresident Alien Tax Specialist in the Business Office, Shirley Wang at x2953 or swang@oxy.edu, **well in advance of your event** about current information for paying international speakers.

Don’t hesitate to contact me if you have any questions at all about Remsen Bird programming.

**ALL REQUEST FORMS SHOULD BE SUBMITTED TO:** Susan Molik, Associate Dean of the College Office (M-14), Johnson Hall 110. Contact info: molik@oxy.edu, x2921.