# **Forum for Free Speech**

### Funding Rules and Funding Request Form

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### FFS Rules for Funding

Forum for Free Speech (FFS) allocates funding to allow a diverse range of student-initiated speakers, lecturers, workshops and similar activities to be brought to Swarthmore Campus. Our rules and expectations have been slightly altered, so please read through this entire document.

1. In order for your application to be considered, you must fill out this form completely. In order to guarantee full consideration of your proposal, submit the form, clearly indicating the total sum being requested from Forum, at least week before the event. (We recommend coming at least three weeks in advance). We require at least 3 to 4 days notice to transfer funds. To speed the processing of your request, make sure that you have received as much funding as possible from other sources that may be available to you.
2. To show on-campus support and wide appeal for your speaker, you must secure the support of at least two on-campus groups with mutually exclusive leadership (including your own group, if applicable). This support does not need to be financial in nature. Please provide forum with the group name as well as a contact person from each group to verify their support. Forum reserves the right to contact any group whose name appears on an application. Advertising for the event must indicate all sponsors and co-sponsors of an event.
3. We do not fund retroactively.
4. We can only fund speakers, lecturers, workshops and other similar activities.
5. We do not fund musical groups.
6. We fund travel costs within reason.
7. We do not fund food or refreshments.
8. Due to lack of publicity of forum-sponsored events in the past, forum has created new publicity expectations. Upon receiving funds, each group must take the responsibility to provide advertising in the following locations:
   1. The Forum Bulletin Board (outside admissions office)
   2. The Daily Gazette
   3. The Weekly News
   4. On campus (signs, chalkings, etc.)

**FFS Funding Request Form**

*Email the completed form to ffs@swarthmore.edu. Please complete the form as early as possible before the proposed date of the event (preferably at least 3 weeks before the event). After submission, you will be invited to be interviewed by the committee, during which the committee will address any lingering questions about the proposal. The director will notify you of the funding decision within a few days of the interview.*

Main contact person:

Name:

Email address:

Telephone number:

Expected date of the event:

Funding requested from Forum:

Name and a brief biography of the speakers:

What topics do you expect will be addressed?

# What campus communities would this event appeal to?

Primary sponsoring organization (This is required. Note that sponsorship does not require financial support.):

Organization Name:

Student group leader (if applicable):

Student group treasurer (if applicable):

SBC account number (if applicable):

Secondary sponsoring organization (This is required. Note that sponsorship does not require financial support.):

Organization name:

Student group leader (if applicable):

Student group treasurer (if applicable):

SBC account number (if applicable):

Expected location of the event:

How do you plan to publicize this event? (We encourage you to do more publicity than the required amount.)

Itemized list of total funds needed to bring the speaker, and the sources from which they will be drawn (include Forum):