

First-Year Odyssey Seminars
Request for Funding for Out-of-Class Activities

Funds are available for out-of-class activities for your First-Year Odyssey seminar. The program encourages faculty to include a “social” experience with students. This out-of-class activity might be tied to the subject of the seminar (attending a performance as a class) or be purely social (a faculty and class dinner). The program’s budget includes funds to reimburse faculty for the reasonable costs of these out-of-class activities. Please note that if you include family members in the event, the program is not able to reimburse their costs. Initially, funds will be available for one or more activities per seminar up to \$300. If you have questions or would like to request additional funds, contact the FYO Team at fyo@uga.edu or 706-542-6358.

Instructions for requesting funding for out-of-class activities:

1. Complete a funding request for FYO out-of-class activities using the form below.
2. The FYO Team will review the request.
(If immediate approval is required due to timing of event, please call 706-542-6358.)
3. After the request is approved, the FYO Team will send an e-mail with notification of approval and instructions for submitting a expense report to complete the reimbursement process.

Please complete the form below and email to fyo@uga.edu, fax to 706-583-0319, or mail to 104B Holmes-Hunter Academic Building.

You will be notified by e-mail when the request is approved.

Seminar Title: _____

CRN: _____ Semester and Year: _____

Instructor Name: _____

Instructor Email: _____ Instructor Phone: _____

Department: _____ School/College: _____

Description of out-of-class activity:

Estimated cost of out-of-class activity: _____

Date Received: _____ Date Approved: _____