TO: Mini-Term 2013 Instructors / Sponsors
FROM: Tom Clayton, Director of Academic Programs
DATE: January 14, 2012
SUBJECT: Resource Requests / Funding Information

Thank you for your involvement with a Mini Term course or project this year! The attached forms must be completed if you need rooms, equipment, transportation, food, and/or funds for your project.

The following resource forms are attached:
- Room Request/Equipment Request Form
- Transportation Request Form
- Food Request Form

Please review each form to determine what support you might need. Resources will be allocated based on the completed forms, which must be returned to the Academic Programs Office by Monday, February 4th.

The Financial Information and related forms are for your use before, during, and after Mini-Term. Be certain that you observe the weekly deadlines for check requests and that you maintain all relevant receipts. Both Kathy Mueller in Academic Programs and Belinda are available to assist.

And please contact me if you have further questions or need additional information. Good luck on a great Mini-Term 2013!