In an effort to better connect the new students with their faculty orientation guides and academic advisors, the university is offering reimbursements (up to $100) for follow-up activities that take place during the 2014-2015 academic year. You may plan one activity or several and you must attend the event to receive reimbursement.

To take advantage of this opportunity, we ask that you plan the activities and cover any expenses. Once you have paid for the activities, simply complete this form, attach your receipts, and submit to Cheri Prather in the Learning Resource Center (JH 136). If planning multiple activities, please submit all receipts together and remember that the overall maximum reimbursement is $100.

Student Orientation Guides (SOGs) may have funds available to them through Orientation Programs/PuLSE so they too can reconvene orientation groups for social activities. Their reimbursement/funding process is separate.

Faculty Orientation Guide/Advisor Name: ______________________________________________

Phone/extension: __________________________________________________________________

Email: ____________

Butler ID number: __________________________________________________________________

Date of activity:  ___________________________________________________________________

Description/Purpose of Activity: ______________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

Names of the students who attended:  ___________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

Total number of students who attended:  ________________________________________________

Please attach all receipts and submit to Cheri Prather, Learning Resource Center, JH 136. Please direct all questions to 940-9308 or cprather@butler.edu.