

## Departmental Teaching Support Allocations

The Department of Horticulture has used funds from various sources to support teaching activities. There is no budget for this activity in our department. We would like to establish a twice-yearly system for requests for teaching funds so that these requests do not come in ad hoc during the academic year. This will allow us to plan and to more carefully track this spending.

To that end, we are asking each teaching faculty and staff member to respond with the amount of funds they estimate they will need for teaching support during the fall semester. A spring semester request will be circulated in late fall.

*By August 1 for each fall semester, and by November 1 for each spring semester, please respond to Tricia Check with a brief description of the funds you will need for fall semester teaching, or teaching that occurs during winter break, including cost of materials, supplies, reagents, transportation, facilities rental, and the like. We can't guarantee we will be able to provide all of the funds requested, but having them aggregated like this will allow us to do a better job looking for departmental resources to fill teaching needs.*

If you have any questions about this request, please contact Irwin Goldman at [ilgoldma@wisc.edu](mailto:ilgoldma@wisc.edu)

Thank you.