We are excited to collaborate with you on your experiential learning opportunity! Please refer to the following procedures as you plan your event or project:

1. Once your event/project has been approved, confirm the details of your event with Margaret Decker (margaretdecker@uchicago.edu):
   - For speakers: exact amount of any honoraria; any room reservations and/or special equipment (audio/video) required; exact date, time, and location(s) of event.
   - For field trips: exact date; departure and return times; pickup/drop-off locations (if using bus or van transit); any tickets or meals that must be pre-purchased; any pre-paid Visa cards that must be purchased and their amounts.
   - For experiential learning: exact details of any goods, services, or subscriptions that must be purchased (including costs and preferred vendors); any room reservations and/or special equipment required.

2. Determine how we can best pay for the event/project:
   - Whenever possible, payments will be made using the Chicago Studies GEMS card. Most of the time, we will make purchases for your project/event in advance. We can pay vendors directly, order tickets online, etc.
   - In some cases, it may be necessary for you to borrow the Chicago Studies GEMS card. Such arrangements must be made with Chris Skrable and Margaret Decker. Please keep your receipts. Give receipts to either Chris or Margaret when returning the card to the UCSC Offices (5525 S. Ellis, Suite 160).
   - In certain situations, Chicago Studies may provide you with a pre-paid Visa Gift Card in the amount you were granted. The cards and any receipts, must be returned to the UCSC Offices after the event, even if the card has no remaining value.
   - To further document your purchases, take a photo of all receipts right away and email (cskrable@uchicago.edu) or text (773-414-5926) them to Chris, indicating that they are part of a course connection.

3. Fill out and return any required documents (the sooner the better!):
   - For speakers:
     - Consultant and Independent Contractor Questionnaire, W9 form, and invoice indicating the speaker’s name, date of their services, nature of services provided, and amount due to the speaker
   - For transportation:
     - Charter Bus Request Form

4. Review the Chicago Studies media guide and if appropriate, designate one or more of your students to document the event.

5. Reach out to chicagostudies@uchicago.edu with any questions!