

The MLC Educational Event Support Program

We are excited to help you host an MLC Educational Event on your campus or in your community! Our Educational Event Support Program provides funds that can be used to towards minor expenses incurred when you host an event, such as food, beverages, and meeting room/classroom rental.


Event Eligibility:

- An MLC Educational Event is one where The MLC is the main topic of the event, and information about The MLC is typically shared in either a presentation format, either with a single speaker or a panel of speakers, or in a workshop format.
- An MLC Educational Event may be organized by either an MLC Educator Ambassador or an MLC Student Ambassador.
 - An MLC Student Ambassador may organize the event in one of two ways:
 - By having an MLC Educator Ambassador sponsor the event and serve as the guest speaker/panel moderator/workshop leader
 - By having The MLC sponsor the event and provide the guest speaker/panel moderator/workshop leader. In many cases, the guest speaker/panel moderator/workshop leader will appear virtually via Zoom.
 - An MLC Educator Ambassador may organize the event without requiring preapproval unless the Educator Ambassador wishes to request Event Support funding.

Eligible Expenses:

- Up to \$500.00 for expenses related to any single event may be requested
- The type of expenses likely to be approved are food, beverage (no alcohol), meeting room or classroom rental, and other minor supplies

The Process:

- Develop a tentative plan for your event, including the following information (which you will provide to us in a later step):
 - Event title, date, time, location, format (single speaker, panel, workshop, etc.)
 - Expenses you plan to request support for, including the name of the vendor/store (e.g. John's Pizzeria, 3 16" cheese pizzas and 3 2-liter bottles of soda)
 - Decide on the payment approach. The choices are:
 - Self-Pay: Pay for the expenses yourself and get reimbursed by The MLC (receipts for the expenses will be required)
 - We Pay: The MLC will pay the expenses for you by paying your vendors directly (you will have to place the orders with your vendors and arrange to have us sent a payment link)
 - Before any expenses are incurred, an MLC Educational Event Support Request form must be submitted. [Click here to complete the form](#). MLC Student Ambassadors will also use the same form to request overall event approval.
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- You will receive an approval decision from us within 3 business days.
- If approved, you can proceed to incur the expenses and host your event. You MUST take photos of the event, making sure to include the items that the support funds are paying for in some of the photos.
- After the event, you will send us the photos. We will highlight your event on our social media channels.
- Depending on the payment approach, you will also send us your receipts so we can arrangement payment to you.

Have questions? Send them to edpartnerships@themlc.com.

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