



## 2025 SAMPLE Risk Manager on Campus Application

*Spencer Educational Foundation, Inc.*

College/University Name\*

Spencer University

Grant Contact Information (must be submitted by a lead RMOC faculty member employed by the university)\*

First Name, Last Name

Title\*

Grant Contact Title

Address\*

123 University Way, City, State, 12345

Email\*

Email

Phone\*

012-345-6789

Additional administrative signatories to application (not required, but if you intend to propose non-lead RMOC faculty signatures to an award letter, they must be listed in advance in the application)

Title

Administrative Grant Contact Title

## Address

123 University Way, City, State, 12345

## Email

Email

## Phone

987-654-3210

## How Did You Hear About This Grant?\*

Please check all that apply.

### Choices

AACSB Exchange

ARIA

Colleague

Facebook

Gamma Iota Sigma (GIS)

Google Search

Instagram

LinkedIn

Outreach from Spencer Staff

Risk and Insurance Management Society (RIMS)

Spencer Newsletter/Announcement

Other

## RMOC Grant History\*

No, I am a first-time applicant

-OR-

Yes, we received an RMOC Grant in YEAR (Risk Manager Name 1) and in YEAR (Risk Manager Name 2).

### University Statistics\*

- 1) Campus: Same location as above – OR - Spencer University has 3 campuses: X, Y and Z.
- 2) School Type: Private
- 3) Academic Calendar: Semester
- 4) Total Undergraduate Enrollment: 6,000; Total Graduate Enrollment: 2,000
- 5) Undergraduate Students: 80% Full-Time; 20% Part-Time
- 6) Gender Breakdown: 55% Female, 45% Male; Race & Ethnicity: 45% Persons of color, 53% White, 2% Other or Prefer not to Answer; 70% of students have been awarded federal, state, local, institutional, or other sources of financial aid.

### Risk Management or Insurance Degree Options and Classes\*

We currently offer one Risk Management and Insurance Course – *Introduction to Risk Management and Insurance* - which is housed in our Undergraduate finance major. It is an elective course and is available to all students in the Business school. The course has an average enrollment of 18 students (primarily freshmen and sophomore students) and has been offered every Fall semester since 2015. Please see the course syllabus attached.

-OR-

We have both an Undergraduate Risk Management and Insurance major and minor and offer a total of 10 RMI courses each academic year. Majors are required to take 6 required RMI courses, 3 elective courses, and complete an internship of 200 hours. More details on the curriculum can be found in the attached program overview.

On average, we have 60 RMI Majors per class, and 40 RMI Minors per class.

### GIS Chapter Affiliation\*

Yes, we do have a GIS Chapter on Campus. The GIS Faculty Coordinator is NAME.

Or

No, we do not have a GIS Chapter on Campus.

## Other Relevant Student Organizations\*

We have both a student-led Finance Club and an Actuarial Science Club. Both organizations bring professional speakers to campus for lectures and networking opportunities, and we will engage with both clubs to determine if the Risk Manager can speak to their membership, or if we can co-host an event featuring the visiting Risk Manager speaker.

## Program Duration\*

### Choices

- 1 Day (at least 2 class visits/events)
- 2 Days (at least 3 class visits/events)
- 3 Days (at least 4 class visits/events)

## Timeline\*

### Choices

- Spring 2025
- Fall 2025

## Proposed RMOC Itinerary\*

### Monday Evening:

- Flight In and Check-In to Hotel (possibly dinner with faculty)

### Tuesday:

- 8:00 – 9:00 Breakfast with Faculty Coordinator
- 9:00-9:30 Campus Tour
- 10:00-11:00 Speak in Junior-Level Supply Chain Management Class
  - Course Title: Supply Chain Risk and Disruption Management
  - Average Class Size: 15
- 12:00-12:45 Lunch with Student GIS Chapter Leadership
  - Audience: ~5 Gamma Iota Sigma Student Leaders, comprised of a combination of Finance and Actuarial Science majors

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Tuesday continued:

- 1:00-2:00 Speak in Intro to Risk Management and Insurance Class
  - Average Class Size: 30 students; primarily first- and second-year students
- 2:30-4:00 Small Group speed-networking event, student sign-up in advance
  - Approximately 10 students will be invited to sign-up for one-on-one chats with the visiting Risk Manager; this opportunity will be publicized across the business school
- 6:00 – 7:00 Student Club Meeting, refreshments provided
  - Anticipated audience of 30 students

Wednesday:

- 9:30 – 10:45 Speak in Advanced-Level Finance Class
  - Course Title: Advanced Corporate Finance
  - Average Class Size: 18
- 1:00 – 2:00 Meeting with Career Center Staff
- 2:30-3:30 Co-Judge student mid-term projects in Advanced Special Topics in Business Administration Class
  - Average Class Size: 10
- 5:00 – Campus-wide Lecture, with reception to follow (Lecture content to be developed in collaboration with the Risk Manager and their broker/carrier if they can attend as well)
  - Anticipated Audience: 75 students and faculty
- 7:00 – 8:00 Dinner with student from Introduction to Risk Management and Insurance course
  - Anticipating 10 student attendees

Thursday:

- 9:00 – 10:00 Breakfast with Dean of the Business School & other Finance Faculty
- 10:30-12:30 Resume Review Session with Senior Students
- Signups available for 8 students (15 min sessions each)
- 1:00 - Depart for Airport

## Student Reach\*

Outside of the Finance Department, we will plan to reach out to faculty in the broader business school and will plan to identify opportunities for cross marketing. We also have undergraduate engineering, actuarial science, business administration and supply chain management majors on campus, who could easily benefit from the RMOC program. Depending on the Risk Manager's area of expertise and experience, we would like to cross-market the program to these other applicable majors. For example, if the risk manager has experience in supply chain management, we would like to involve our supply chain management students in the events and would work with the Risk Manager to craft lecture content that is relevant to these students, in addition to our Finance students.

## Promotion/Marketing\*

- 1) Email sent to all business school students about the RMOC program events 2 weeks in advance, with reminders sent to all students 1 day in advance
- 2) Email sent to all college employees through the Faculty/Staff email list 2 weeks in advance
- 3) Post the RMOC program information on our department's website
- 4) Post the RMOC program events to our university-wide Events Calendar
- 5) Post the RMOC events information on our department's social media accounts, including Facebook, Instagram, and LinkedIn
- 6) All Finance Faculty will be encouraged to share details of the RMOC event to their classes, with extra-credit encouraged for students who attend the extracurricular events
- 7) Print Flyers 2 weeks in advance, to be posted in our business school and at other student hubs across campus
- 8) Request assistance from our Finance Club and Actuarial Science clubs to help promote the RMOC events

## Spencer Educational Foundation Acknowledgement - Promotion/Marketing\*

Do you agree to the above 3 requirements?

Choices

I agree

I disagree

### Out-of-State or Local Risk Manager\*

Our preference is to select a local Risk Manager, and we welcome Spencer's help in identifying a local Risk Manager to invite to campus. Many of our students remain in the area following graduation, and we feel speaking to a local Risk Manager will resonate and will provide more opportunity for networking as our students start to think about internship and job placements in the area.

OR

Our preference is to select a Risk Manager from the pool of volunteer practitioners maintained by the Foundation. We are grateful to have existing connections with local risk management professionals, and this RMOC grant will allow us the opportunity for our students to be exposed to an individual who comes with different perspectives. As a university in a more rural area, hearing from a professional based in an urban hub would expand students' horizons and provide a great educational opportunity to those interested.

### Budget\*

**Budget:**

- Round-Trip Flight: \$500
- 3 nights Lodging: \$550
- Personal Meals: \$200
- Student Club Meeting with Refreshments provided: \$500
- Lecture and Reception – Cost for Refreshments: \$1,350
- Breakfast with Dean and Finance Faculty: \$200
- Student Dinner: \$350
- Uber to and from the Airport: \$100
- Flyers: \$250
- GIS Stipend: \$1,000

### Total RMOC Grant Amount Requested\*

\$5,000

**The Risk Manager on Campus Grant is subject to the following conditions:**

1. The lead RMOG faculty must be willing to prepare and coordinate an itinerary with the attending risk manager (i.e. transportation, lodging, presentation schedule, etc.)
2. In the case of a 1-day program, at least two presentations must be scheduled. In the case of a 2-day program, at least three presentations must be scheduled. In the case of a 3-day program, at least 4 presentations must be scheduled.
3. Grant recipients must submit a **Final Report** no later than 30 days after the culmination of the RMOG program. **Timely and substantial completion of this Report is required, and future funding consideration (across Spencer’s grant programs generally) is contingent on Spencer’s receipt of a satisfactory report.** In addition, Risk Managers will be asked to submit a **Final Report** within 30 days, detailing their experience and feedback. **If the lead RMOG faculty opts for a Risk Manager other than from the pool of volunteer practitioners maintained by the Foundation, then the lead RMOG faculty member will ensure timely completion and sharing of the Risk Manager’s Final Report with the Foundation.**
4. You must be willing to involve non-RMI students (ex: engineering, management, healthcare, finance, business, etc.) who could benefit from the Risk Manager’s visit. We strongly encourage you to invite a wide range of student majors to participate.
5. The lecturing risk manager must be reimbursed for their expenses within 30 days upon their submission of valid receipts to the university.
6. The Spencer Educational Foundation will be recognized and promoted as a sponsor of the RMOG program, including the 3 promotional requirements outlined earlier in this application.

**Electronic Signature\***

**If you agree with the terms listed above,** please type your full name and the date below to indicate your agreement:

First Name, Last Name, Date
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