



SAO Supplemental Funding Request Application

Group Information

Organization Name (Official): _____
 Main Account Number (Cost Object): _____ Main Account Balance: \$ _____
 ASA Recognized? Yes ____ No ____ Current UA/GSC Allocation (if applicable): \$ _____
 Contact Person: _____ Email: _____ Phone: _____
 Position within Student Organization: _____

Event Information

Event Title: _____
 Event Date: _____ Event Location: _____

Funding Information

Funding Requested from SAO: \$ _____
 Have you been previously awarded SAO Supplemental Funding? Y N If Yes, most recent date: _____

To what other funding sources have you applied? (add attachment if additional space required)

Source:	Amount Requested	Amount Confirmed (N/A if pending)
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

Please attach the following:

- 1) Proposal Summary
 - a. Description of the event
 - b. Purpose and relevance to your organization
 - c. Description of how event/program will contribute to at least one of the following areas: leadership development, community development, and/or diversity enrichment
 - d. A detailed breakdown of your student group’s involvement in planning this event, which may include a breakdown of job responsibilities, publicity plan, volunteer roles, collaboration with other student organizations, and any other information you deem pertinent to the success of your event
 - e. No more than 500 words (one page, standard type)
- 2) A completed Budget Worksheet (see back side for template)

****All Supplemental Funding Request applications must be received AT LEAST one month prior to the event date****

Once an application is submitted, a member of the Student Activities staff will contact you to set up a mandatory meeting. This meeting must happen before the funding request can be reviewed. If your program is funded, please be aware that you will be required to submit a summary report as well as a final budget following the event.

Event Budget Template

EXPENSES:		FUNDING SOURCES:		
Advertising	\$	Group Funding Account	\$	%
AV	\$			
Contracts	\$	Group Main Account	\$	%
Copies/Printing	\$			
Equipment rental	\$	Event Income Contribution	\$	%
Equipment Purchases	\$			
Event Food	\$	LEF Funds	\$	%
Facilities Rental	\$			
Fees/Licenses	\$	Arcade Funds	\$	%
Guest/Speaker Travel	\$			
Guest/Speaker Lodging	\$	SAO Supplemental Request	\$	%
Guest/Speaker Meals	\$			
Parking	\$	Other Sources (Identify)	\$	%
Police Detail	\$			
Postage/Shipping	\$	TOTAL FUNDING	\$	100%
Travel	\$	(Funding must equal expenses)		
Vehicle Rental	\$			
Other (identify)	\$			
Other (identify)	\$			
	\$			
TOTAL EXPENSES	\$			

I understand that SAO Supplemental Funding is pending until I submit a completed summary report following the event. A follow-up meeting with a SAO staff member may be requested and other group members are encouraged to attend. The report/meeting must occur within a month following the event.

Signature:

Date:

Return this form to the Student Activities Office, W20 – 549