

# Student Service Fee Advisory Committee Funding Application

**All applications must be typed, otherwise they will not Accepted**

Annual     Supplemental     Capitol

**Instructions for submitting a funding request:**

1. Requests must be received by the Office of Student Life a minimum of **six weeks** before the event.
2. Please fill out this form completely.
3. The applicant is required to verbally present each appeal request at the SSFAC meeting.
4. A plan must be attached addressing how the event could meet the needs of persons with disabilities who may be attending.

## **Applicant Information**

Name (club or cluster) \_\_\_\_\_

Please select category:

Recognized Student Life Club                       Individual SAC Student  
 Student Life Cluster                                       Co-sponsored Faculty/ Staff

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

E-mail \_\_\_\_\_

## **Advisor Review (individuals need Student Life Review)**

*By signing below, I certify that I have reviewed and support the following SSFAC funding request.*

Name \_\_\_\_\_

Signature \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

## **President/Chair Review**

*By signing below, I certify that I have reviewed and support the following SSFAC funding request.*

Name \_\_\_\_\_

Signature \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

## **For SSFAC and Student Life Use**

Date received \_\_\_\_\_ Received by \_\_\_\_\_



## Program/Event Information

Name of Program \_\_\_\_\_

Date & Time \_\_\_\_\_ Location \_\_\_\_\_

Anticipated Audience (how many students do you expect) \_\_\_\_\_

Target Audience (i.e. faculty, specific student demographic) \_\_\_\_\_

*\*Attach complete SAC facilities request*

**What is the area(s) of focus? Check all that apply.**

- Special event (social, educational, community service, recognition etc.)
- Cultural (events celebrating specific communities)
- Leadership (lecture series, conferences, speakers, etc.)
- Professional development (conference, workshops, mentoring etc.)

**Please attach a proposal letter, addressing the following:**

- Describe program/event and its goals.
- Describe club/group mission, and how it relates to the event.
- Describe benefit(s) applicant, participants, and the SAC community will gain as a result of the event. (ex. cultural enrichment)
- Describe collaboration efforts with the SAC student body, faculty, staff, and/or SAC departmental offices.
- List volunteers, staff, students that wil setup, breakdown, and run the event.
- Describe what the funding will be used for and why it is necessary.

*NOTE: After every program, an event summary & participation evaluations must be completed and turned into SSFAC.*

## Conference Information

Name of Conference \_\_\_\_\_

Date & Time \_\_\_\_\_ Location \_\_\_\_\_

Target Conference Audience \_\_\_\_\_

*\*Attach conference agenda and information*

**What is the area(s) of focus? Check all that apply.**

- Special event (social, educational, community service, recognition etc.)
- Cultural (events celebrating specific communities)
- Leadership (lecture series, conferences, speakers, etc.)
- Professional development (conference, workshops, mentoring etc.)

**Please attach a proposal letter, addressing the following:**

- Describe focus of conference.
- Describe club/group mission and how it relates to the conference.
- Describe benefit(s) applicant, participants, and the SAC community will gain as a result of the conference. (ex. group will learn leadership skills that they will also be able to give back to SAC)
- Describe collaboration efforts with the SAC student body, faculty, staff, and/or SAC departmental offices.
- Describe what the funding will be used for and why it is necessary.

*NOTE: After every conference, an event summary & participation evaluations must be completed and turned into SSFAC*



## Budget Summary

### Expenses \*

List all expenses

	Amount
Food _____	\$ _____
Printing _____	\$ _____
Decorations _____	\$ _____
Facility rental _____	\$ _____
Special equipment** _____	\$ _____
Lodging _____	\$ _____
Speaker fee _____	\$ _____
Prizes _____	\$ _____
Transportation _____	\$ _____
Registration fees _____	\$ _____
Other expenses _____	\$ _____
<b>Total Expenses</b> _____	<b>\$</b> _____

### Revenue

List all sources of income for this event/project (e.g. Admission Fee, dues, donations, etc.):

Source	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>Total Revenue</b> _____	<b>\$</b> _____

### Fund-raisers

List all fund-raiser events and amount raised:

Fund-raiser	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>Total Fund-raisers</b> _____	<b>\$</b> _____

**BALANCE (Expenses – Revenue/Fund-raiser)** \$ \_\_\_\_\_

**Amount requesting from SSFAC** \$ \_\_\_\_\_

\*Attach Itemized Budget

\*\*Attach completed media request if needed

NOTE: After every event an actual financial report should be turned into SSFAC.

## Sample Proposal Letter

September 17, 2006

SSFAC Board Members,

Students Against Boredom (SAB) is a student club that is dedicated to programming campus-wide events where everyone can have a great time on campus. Since 1991, we've been putting on successful programs such as "80's Night at the Rec", "Nintendo-Mania", and "The Taste of San Antonio College". People interested in joining our organization are welcome to come to our weekly meetings held at San Antonio College Campus at 8:00 Tuesday nights.

Supporting our mission and in celebration of Halloween, SAB is planning on hosting a Monster Mash! Monster Mash is a costume party and will be held in HBC on October 29th. The Mash will run from 7:00 p.m. - 10:00 p.m. There will be cookies and punch all night, and D.J. Super-Sweet will be jamming the tunes. Prizes will be given away at the end of the night, including those for best-dressed couple, most unusual costume, and largest participation.

SAB has been planning this event for several months but is looking for additional funding to help with the costs. We are requesting \$328 from SSFAC to pay for the marketing, food and the talent fee of D.J. Super-Sweet. Please see budget below for complete details. We have been working closely with the Drama Club to get costumes for our members, and fundraise at their productions.

SAB believes every student should enjoy their college experience; this is why our club is necessary. As a result of our event students will get a break from midterms and just have fun at our celebration. Thank you for your time and consideration.

Sincerely,

Mary Doe  
President of S.A.B.  
Phone: (210) 555-1234  
Fax: (210) 555-4321  
Email: sabiscool@yahoo.com

**SAC FUNDING APPLICATION**

**Sample Itemized Budget**

<i>Item</i>	<i>Vendor</i>	<i>Quantity</i>	<i>Amount</i>	<i>Total</i>	<i>Date Needed</i>	<i>Method of Payment *</i>
<b>Marketing</b>						
Flyers	Kinko's	100 (8 1/2 x11in)	.08	8.00	10/15	
Banner	Kinko's	1 (6x3ft)	30.00	30.00	10/27	
<b>Food</b>						
Cookies	HEB	4 trays	10.00	40.00	10/29	
<b>Hospitality</b>						
Water for Bands	HEB	3 (six packs)	3.00	9.00	10/29	
<b>Decorations</b>						
Balloons	Party Pig	24 balloons	1.00	24.00	10/28	
Streamers	Party Pig	5 packs	1.50	7.50	10/28	
Scissors	Party Pig	1 pair	2.00	2.00	10/28	
Tape	Party Pig	2 packs	1.50	3.00	10/28	
<b>Entertainment</b>						
D.J. Super-Sweet				250.00	10/8	
<b>TOTAL</b>				<b>373.50</b>		

\*To be filled out in meeting with Student Life Office Activity Specialist

Total cost for the event: \$373.50

Total SSFAC contribution: \$328.00

Volunteers	Setup	Staff	Breakdown	Hours
Bob Ziegler	x			5-7pm
James Brown		x		7-10pm
Janet Reno			x	7-10pm
MargThacther		x		10-11pm