

## Student Funding Board Application

Please fill in all of the required fields to the best of your ability. For an application to be considered it must be emailed in to the Student Funding Board Chair at [Finance@ascsu.colostate.edu](mailto:Finance@ascsu.colostate.edu) by Monday at 5:00pm to be placed on the agenda for that Thursday at 5:15pm.

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Student OrgName:\_\_\_\_SOFA Account Number:\_\_\_\_

Event Date:\_\_\_\_ Event Start Time:\_\_\_\_ Event End Time: \_\_\_\_

Event Location:\_\_\_\_Organization Contact Name: \_\_\_\_

Phone Number:\_\_\_\_Email Address:\_\_\_\_

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Please answer the following questions to the best of your ability. If you have any questions regarding these applications email the ASCSU Director of Finance at [Finance@ascsu.colostate.edu](mailto:Finance@ascsu.colostate.edu)

1) What is the mission or purpose of the organization?

2) Brief description of the event:

3) Why do you want to put on this event and how does it meet the goals or purpose of your organization?

- 4) How many people are expected to coordinate this event? Are you partnering with any other organizations across campus?

- 5) How are students expected to benefit from this event?

- 6) What is the projected attendance (students, faculty, and community)? How did you come to this number?

- 7) What is the marketing plan for this event?

- 8) Is this event Free to all Students?

- Yes: If the event is free to all Students the Student Funding Board Requests that 10% of the funding for the event comes from another sources.

- Please explain the 10% co-sponsorship projection.

- No: If the event is not free to all students the Student Funding Board Requests that 50% of the funding for the event comes from another source.

- Please explain the 50% co-sponsorship projection. How much will tickets to this event cost and what will that amount cover or contribute?





**Marketing Expenses**

| Marketing Expenses       | Amount to be Paid | Co-Sponsorship Name: | Co-Sponsorship Name: | Student Funding Board Amount |
|--------------------------|-------------------|----------------------|----------------------|------------------------------|
| Collegian Ad             | \$                | \$                   | \$                   | \$                           |
| Posters/ Fliers          |                   |                      |                      |                              |
| Poster Run Fee (\$30.00) |                   |                      |                      |                              |
| Other:                   |                   |                      |                      |                              |
|                          |                   |                      |                      |                              |
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|                          |                   |                      |                      |                              |

**Other Expenses**

\*\*Please Recall: The Student Funding Board **CANNOT FUND** Awards/Trophies/Prizes, Capital Expenditures, College Commencement Ceremonies, Contest Entries, Concessions, Damage Deposits, Decorations, Departmental Honor Nights, Donations, Flower and Floral Arrangements, Food or Beverages, Newsletters, Office Supplies, Raffles Tickets, Salaries, Scholarships, Travel for Students, or Honoraria for CSU Faculty or Staff.

| Other Expenses Description | Amount to be Paid** | Co-Sponsorship Name: | Co-Sponsorship Name: | Student Funding Board Amount |
|----------------------------|---------------------|----------------------|----------------------|------------------------------|
|                            | \$                  | \$                   | \$                   | \$                           |
|                            |                     |                      |                      |                              |
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|-----------------------------|----|
| Total SFB Amount Requested: | \$ |
| Co- Sponsorship Amount:     | \$ |
| Co- Sponsorship Percent:    | %  |
| Total Amount:               | \$ |