

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 by Monday at 5:00pm to be placed on the agenda for that Thursday at 5:15pm.

Student OrgName:SOFA Account Number:						
Event Date: Event Start Time: Event End Time:						
Event Location:Organization Contact Name:						
Phone Number:Email Address:						
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						
1) What is the mission or purpose of the organization?	1					
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?	_					
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4)	How many people are expected to coordinate this event? Are you partnering with any other organizations across campus?			
5)	II			
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?			



Budget Sheet

Student Organization Name:SOFA Account Number:				
Event Date: Event Start Time: Event End Time:				
Event Location:Organization Contact Name:				
Phone Number:Email Address:				

Please complete the following budget related to your event. The budget sheet should include *ALL* expected expenses for your event. Please contact the Student Funding Board Chair with any questions or concerns regarding the budget at Finance@ASCSU.ColoState.EDU

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.

Remember if this event is <u>free to all students</u> you must contribute **10%** to this budget. If this event is <u>NOT free to all students</u> then you must contribute **50%** to this budget. Your contribution can fund items the Student Funding Board cannot as long as they are legal purchases within the University. Please consult your Source handbook for further information on illegal purchases.

Speaker/ Honorarium Expenses

*The honorarium amount for the speaker should include the <u>Speaker Fee</u> as well as <u>Flights</u> (No more than \$500 round trip will be funded. No business or first class flights will be funded), <u>Meals</u> (No more than \$51 per day: 9\$ for breakfast, \$13 for lunch, and \$29 for dinner), <u>Lodging</u> (\$94.00 per night – Fort Collins Hilton or Marriott. Both offer CSU Rates) <u>Personal</u> <u>Mileage</u>(\$0.55 per mile. SFB cannot fund student travel), and <u>Shuttle to/from DIA</u> (Shuttle to DIA \$41.00, Shuttle from DIA \$41.00)THE STUDENT FUNDING BOARD <u>CANNOT</u> FUND STUDENT TRAVEL.

Speaker/ Performer	Amount to	Co-Sponsorship	Co-Sponsorship	Student Funding
Name	be Paid*	Name:	Name:	Board Amount
	\$	\$	\$	\$



Marketing Expenses

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

Other Expenses

**Please Recall: The Student Funding Board <u>CANNOTFUND</u> 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	Amount to	Co-Sponsorship	Co-Sponsorship	Student Funding
Description	be Paid**	Name:	Name:	Board Amount
	\$	\$	\$	\$

Total SFB Amount Requested:	\$
Co- Sponsorship Amount:	\$
Co- Sponsorship Percent:	%
Total Amount:	\$