



Student Allocation Request

This form outlines the details for requesting funds for student organizational activities. The form must be **typed** completed in full, and submitted online or by hardcopy to the VP of Finance. The Student Allocations Committee will review all request for funding and make the final approval. Appeals may be made to the Student Governments Executive Board through the processes laid out in the Student club manual. Direct any questions to the VP of Finance at (901) 321-3535 or via email at hcouliba@cbu.edu.

Things SGA will not cover

- Gas
- Food for closed meetings
- Registration fees
 - Gas
 - Hotels
 - Clothing

P.S: If your allocation includes any of the items mentioned above, it will be automatically rejected without any exception. You will have to wait for another semester in order to allocate again. Additionally, if your contribution is below 60%, the same rule would apply as well.

Programming Request

Programming Requests have a 60% organization contribution of the total cost of the event. The SGA Senate Finance committee will approve up to 40% of organizational funding requests.

Requesting Organization Information

Organization Name:

Name of person who prepared this form:

Preparer's e-mail:

Preparer's Phone:

Organization President:

President's e-mail:

Organization Treasurer/Financial Manager & e-mail:

Organization's Campus Advisor & e-mail:

Funding Purpose (Programming)

Name of Event: _____

Location of Event: _____

Has this location been reserved by your organization?

Yes No

Will this event be co-sponsored? "Co-sponsoring" means that another organization will be actively helping to put the event together.

Yes No

If yes, by which organization(s):

Date of Activity: _____

Time of Activity: _____

Type of Activity (check all that apply):

On Campus Free to Attendees
 Off Campus Charge to Attendees of \$ _____

Cultural
 Educational
 Entertainment
 Social
 Other: _____

Estimated Attendance:

CBU Students _____

CBU Faculty/Staff _____

Non-CBU _____

Marketing Methods (how and where will you promote this event?)

Method	Who will see advertisement?	Estimated Cost
		\$
		\$
		\$

Itemized Budget (how will the money be spent?)

Example

	Item(s)	Cost	Quantity	Total
	Binders	\$5.00	3	\$15.00
	Cups	\$3.50	8	\$28.00
				\$43.00

	Item(s)	Cost	Quantity	Total
1				\$
2				\$
3				\$
4				\$
5				\$
6				\$
7				\$
8				\$
9				\$
10				\$
11				\$
12				\$
13				\$
14				\$
15				\$
16				\$
17				\$
18				\$
19				\$
20				
			Total (*1)	\$

Estimated Financial Support (what other funds will contribute to the activity? (60%))

Contribution from Organization's Treasury/Members	\$
Monetary Donations	\$

In-kind Donations (value of goods/services)	\$
Co-Programming with _____ organization/department	\$
Co-Programming with _____ organization/department	\$
Co-Programming with _____ organization/department	\$
Other Support from: _____	\$
Total Expected Revenue from activity ticket sales	\$
Total Estimated Support (*2)	\$

Total Allocation Request (itemized budget – estimated financial support)

Total (*1)	\$
Total (*2) (must be at least 60% of 1)	-\$
Total Allocation Request(1 - 2)	= \$

Rationale for Funding

Briefly describe how this event will benefit the campus community:

No more than 1500 characters.

Briefly explain why you need support from the Student Allocation Committee to help sponsor this activity:

No more than 1500 characters.

How will members of your organization be involved in the planning & implementation of this event?

No more than 1500 characters.