

Additional Funding Request Form

Name (Club or Individual) _____
Box/ Address _____ Ext. /Phone _____
Email: _____ Event Date _____

Part A:

Prepare a budget summary for your event (detailed cost breakdown of project). Use major distinctions such as food, decorations, entertainment, etc. Please include accurate, reasonable projections for the breakdown.

<u>Cost Breakdown</u>	<u>Amount Budgeted</u>
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____
6. _____	\$ _____
7. _____	\$ _____

Part B:

Please answer the following questions. Attach an additional sheet of paper if more space is needed.

Past:

How did you use the initial \$50?

(Organizations only) Have you done a service project each semester and held a campus wide event this year?

Have your past events promoted campus wide unity? How?

How did you publicize your past events?

Have you done any fundraisers this year? Were they successful (please list amount of money earned)?

Present:

(Clubs only) How many members are in your club?

(Clubs only) How many members attend meetings on a regular basis (please answer in the form of a percentage)?

(Clubs only) How often does your club meet?

Is your SGA representative attending club meetings held by the Executive Director of Clubs and Organizations?

Are you submitting minutes from your club meetings?

Are you currently working on any fundraising projects?

Future:

Please explain your idea (event). Include pictures and diagrams as appropriate.

How will it promote campus wide unity?

*****Please return to the Executive Director of Clubs and Organizations in the SGA office Rm. 202 Student Union.**