



Date & Time Received

Proposal for Funding

Organization's Name: _____

President's Name: _____

Phone #: _____

UCM Email: _____

Treasurer's Name: _____

Phone #: _____

UCM Email: _____

Advisor's Name: _____

Phone #: _____

UCM Email: _____

Organization Information:

Total Active Membership _____

Income Information:

Account Balance: \$ _____

Event/Travel Request & Amounts

Please list each event/travel your organization is requesting money for.

| Event/Travel Name | Amount Requested |
|--------------------------|-------------------------|
| 1. _____ | \$ _____ |
| 2. _____ | \$ _____ |
| 3. _____ | \$ _____ |
| 4. _____ | \$ _____ |
| 5. _____ | \$ _____ |
| Total | \$ _____ |

What is the purpose of your organization, and what are the requirements for membership?

The information provided throughout this proposal is, to the best of our knowledge, complete and accurate.

President's Signature _____ **Date** _____

Advisor's Signature _____ **Date** _____

SFC Conference & Travel Request Form

This form is used for funding requests by student organizations to attend regional or national conferences. As part of a conference/travel request, a brochure or official description must be attached when the proposal is submitted, and must include any pricing information associated with the conference. Please provide a breakdown of funding. Provide mileage (if applicable), using the appropriate rate, which can be obtained through the Office of Student Activities. Indicate round trip for the fare and mileage. Source for estimate airfare should be provided with proposal.

Organization Name: _____

Conference Title: _____

Conference Location: _____

Dates of Conference

_____ - _____
mm/dd/yy mm/dd/yy

Transportation:

Subtotal

_____ 4 x \$ _____ = \$ _____
Airfare Estimate Source # of People Per Ticket

_____ x \$ _____ = \$ _____
University Vehicle Type # of Miles Per Mile

Rental Vehicle Agency, Describe: _____ \$ _____

Personal or Rental Vehicle Gas Cost: _____ \$ _____

Additional: Parking: _____ \$ _____

 Taxi: _____ \$ _____

 Tolls: _____ \$ _____

 Other, describe: _____ \$ _____

Total Estimated Transportation Costs: \$ _____

Registration/Entry Fees:

(Attach Brochures)

4 x \$ _____ = \$ _____
of People Per person

Additional Fees Describe: _____ \$ _____

Total Estimated Registration Costs: \$ _____

Hotel Expenses (Please indicate how many people per room) _____

of Males # of Females

2 x \$ _____ x _____ = \$ _____
of Rooms Per night # of Nights:

Total Estimated Hotel Expenses: \$ _____

Total Estimated Additional Expenses: Describe _____ \$ _____

Total Amount of the Conference: \$ _____

Total Amount Requested: \$ _____

Why are you seeking funding for this event/activity?

This form is used for funding requests by student organizations to facilitate campus events, such as dances, speakers, or entertainers. Any contract negotiation & program planning efforts must be reviewed with the Director of Student Activities prior to submitting a proposal.

Please provide a precise breakdown of funding. Please provide the dates and be as specific as possible about the individual request and the description of each item (e.g. name of facility). Information related to the entertainment (e.g. brochures, pictures, newspaper reviews) should be attached to the proposal.

Organization Name: _____

Event: _____

Event Date: _____

(mm/dd/yy)

Name / Description

Facility Rental: _____ \$ _____

DJ: _____ \$ _____

Security: _____ \$ _____

Entertainment/

Entertainer Fee (Name): _____ \$ _____

Equipment Rental: _____ \$ _____

Travel for Entertainer: _____ \$ _____

Lodging for Entertainer: _____ \$ _____

Supplies: _____ \$ _____

Food: _____ \$ _____

Other: _____ \$ _____

Total Amount of Event \$ _____

Total Event Request: \$ _____

Goals and Objectives of this program:

Why are you seeking funding for this event/activity?