

Student Organization Event Application 2012-2013

Organization Checklist:

- Turn in your application at least 30 business days (6 weeks) prior to the anticipated travel
 - *This timeframe is necessary for SOuRCe and USG/GSG to have time to process your request. In addition, we want to help ensure your organization has enough time to finalize your plans and receive the best prices!*
- Have your Campus Advisor review and sign the application
- Have you checked for space availability? If not, be sure to request a space on OrgSync
- Attach supporting documentation to justify the anticipated expenditures
(includes, but is not limited to, print out of material costs, estimates, or other like documentation)
- This “event” is a program or project that is open to the public, supports the mission of the University and our organization, and will be advertised to the campus community.

Is this project considered a **Major Event**? Yes No

A Major Event is defined as an activity where a space has been reserved on-campus and ANY of the following applies:

1. The event is open to the public (non-university students)
2. Music will be provided and dancing may occur
3. An event where alcohol will be served

Does your project include the use of an outside contractor? Yes No

(includes, but is not limited to, DJ, Sound and/or Lighting Services, Speaker, Musician, Photographer, etc.)

- Any student organization wishing to utilize an outside contractor must complete the Contract Request Form, found under “Forms” on OrgSync, at least 20 business days (4 weeks) prior to any anticipated event, program, or performance. Failure to do so, by either the organization or the vendor, may result in the inability to utilize an outside contractor per University Department of Purchasing guidelines or cancellation of the event. Student organizations are not permitted to enter into any type of verbal or written contract other than the University Services Agreement

General Policies:

- All student organizations requesting funds must be fully registered for the 2012-2013 academic year before applications will be accepted with the SOuRCe. *If an organization has not completed the registration process, their application will not be considered.*
- Completed applications must be submitted to the SOuRCe at least 30 business days (6 weeks) prior to the date of the project or event. If the packet is incomplete or is not legible, it will be returned to the organization representative without review.
- Student organizations requesting funds can request up to \$5,000 (undergraduate) (\$500 for food/request) or \$1,000 (graduate) per fiscal year.
- If the organization is approved for project/event funds, all expenses made by the organization must have a corresponding Student Organization Request Form (SORF) for each vendor. This SORF must be given to the SOuRCe prior to the trip. The primary form of payment for any student organization is through the utilization of the VISA Card Program. Should you choose to spend your own money, please be advised that reimbursements are not guaranteed.



For questions regarding this application, please contact the SOuRCe at 330-972-2483 or source@uakron.edu

Student Organization Project Information

Student Organization Name: _____
(Please use your organization's FULL name)

Advisor Name: _____ Requester Name: _____
Advisor Phone: _____ Position in Org.: _____
Advisor E-Mail: _____ Requester Phone: _____
Requester E-Mail: _____

Organization Designation:

Undergraduate Graduate Blended

Project Details:

Name of Project/Event: _____
Date(s) of Project/Event: _____
Location of Project/Event: _____ Expected Attendance: _____

Will your organization generate funding to hold this "event" outside of UAF/EAF? Yes No

How will you advertise the project or event? (if you have a flyer already created, please attach it):

NOTE: All written communications and marketing from student organizations shall indicate their registration status with the University by utilizing the Student Organization Disclaimer provided below. Organizations may not alter this disclaimer in anyway. Any organization failing to abide by the policy will be unable to market their event until the issue is resolved.

- **Disclaimer:** "This student organization is a registered student organization at The University of Akron. Registration shall not be construed as approval, endorsement, or sponsorship by The University of Akron of the student organization's publications, activities, purposes, actions, or positions."

Please describe why UAF/EAF funds should be allocated for this project.

(ex: how it impacts the student body, supports the mission of the organization, plays a role in co-curricular learning, etc.)

Is this project: (please check all that apply)

Open to the campus community Free for attendees For your organization only*

Does this request: (please check all that apply)

Include food Include requests for supplies

Will your organization be: (please check if this applies) Donating requested items to an entity outside of UA *

I understand that by submitting this application, our organization will agree to accept the allocation decision provided by USG/GSG.

Advisor Signature Date

Requester Signature Date

* Funding from UAF/EAF may not be received for "events" that fall within these parameters. Please consider looking for other sources of funding for your organization.

Student Organization Project/Event Expenditures

Project Funding Planning & Request Worksheet						Office Use Only
Vendor/Company/Store	Item Description	Cost per Item	Quantity Requested	Total Requested <i>Please include calculations</i>		Amount Allocated
EXAMPLE: Zips Discount Store	6 foot (rectangle) disposable tablecloths	\$3.50	14	14 * \$3.50 = \$49.00		
EXAMPLE: <i>Please explain why:</i>	We are buying tablecloths to cover the tables in SU 345 for the meeting & the activity we are					
1.						
<i>Please explain why this item is needed:</i>						
2.						
<i>Please explain why this item is needed:</i>						
3.						
<i>Please explain why this item is needed:</i>						
4.						
<i>Please explain why this item is needed:</i>						
5.						
<i>Please explain why this item is needed:</i>						
6.						
<i>Please explain why this item is needed:</i>						
7.						
<i>Please explain why this item is needed:</i>						
8.						
<i>Please explain why this item is needed:</i>						
TOTAL AMOUNT						
Supporting documentation <i>MUST</i> be provided and include costs/estimated costs for items requested. <i>Note: tablecloths, napkins, and service charges must be included in the price of University Dining Services.</i>						