

# FY 2013 DIVERSITY PROGRAMMING COMMITTEE BUDGET REQUEST FORM

Student Groups must complete a separate budget request form for each project for which funds are desired from the Diversity Programming Committee (DPC). This includes multi-day events that include more than one project. For example, a group wishing to host a cultural week with a speaker invited on Monday night and a concert on Tuesday evening, must submit two separate proposals – one for the speaker and one for the concert. Please remember that each project request must be for **\$3000 or more**. DPC reserves the right to decline funding for any project it deems not of substantial educational benefit to the KSU student body. Please include as much information as possible about your project. This will speed consideration of your request during the allocations process. If you have any questions, please contact the DPC Chair (Speaker Pro Tempore) or OSAS Accountant in the Office of Student Activities and Services at 532-6541. This application must be submitted to the Office of Student Activities and Services no later than **4:00 pm on Friday, March 16, 2012 for FALL 2012 Projects and 4:00 pm on Friday, October 26, 2012 for SPRING 2013 Projects.**

## ORGANIZATION INFORMATION:

Name of Organization \_\_\_\_\_

Is your organization registered with the Office of Student Activities and Services? \_\_\_ Yes \_\_\_ No

Contact Person \_\_\_\_\_ Address \_\_\_\_\_

Position \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Advisor \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

## PROJECT INFORMATION:

School Semester/Year \_\_\_\_\_ Date of Project \_\_\_\_\_

Name of Event: \_\_\_\_\_

General Description of Activity: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What is the **educational benefit** of this project and/or how would it benefit **K-State students**?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Event Location: \_\_\_\_\_

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**SGA OFFICE USE ONLY:** Date \_\_\_\_\_ Received By \_\_\_\_\_ Receipt # \_\_\_\_\_  
Registered Organization \_\_\_ Yes \_\_\_ No Funding Classification \_\_\_\_\_

Expected Attendance \_\_\_\_\_ Total  
 \_\_\_\_\_ Student  
 \_\_\_\_\_ Other

**ADDITIONAL INFORMATION:**

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**Budget Request Summary (Do not fill in shaded regions.)**

CATEGORY	REQUESTED	RECOMMENDED	ALLOCATED
	\$	\$	\$
Total			

**\*Please complete all pages. They are required to receive funding.**



**The Diversity Programming Committee (DPC) Reserves the right to refuse funding reimbursements or payments if the student organization is found to have committed a violation of the funding guidelines as determined by DPC.**

**Diversity Programming Committee (DPC) funds CAN be spent on:**

**Promotions** - Promotions include expenses related to advertising an activity such as: Collegian advertisements, KSDB FM (91.9) radio advertising, banners, postcards, leaflets, flyers, and posters that are primarily targeted toward K-State students. All formal printing jobs must be done by K-State Printing Services (e.g. K-State Union Copy Center). **Kinko's, Copy Co., Claflin Bookstore, Copy Kats, Staples, etc. are unallowable.** All advertisements must have the SGA logo printed on it somewhere.

**Lecturers, Speakers or Entertainers(LSE)** - Lecturers, Speakers or Entertainers include all funds requested by an organization in order to bring a Lecturer, Speaker or Entertainer to a planned event, including their travel, lodging, food and fee to perform. LSE events funded by SGA must be free and open to all K-State students. Admission fees may be charged to faculty, staff, and the community. The Lecturers, Speakers or Entertainers Information Form and a W-9 must be completed at least four (4) weeks prior to the performance in order to ensure prompt payment to the performer.

**Rent of Space & Equipment** - Rent of space and equipment includes any costs related to renting rooms or equipment for performances and any other such events.

**Films** - Films include expenses for the rental of movies, documentaries, recorded theatrical shows, or other such events. Films must be educational in nature. Films not of an educational nature will be considered on a case by case basis by the Allocation Committees. Rental of movies must be rented from companies like Swank Motion Pictures or Criterion Pictures that provide the necessary mandatory viewing license. A copy of the license must be presented to the OSAS Accountant before the movie presentation.

**Supplies** – Funds may be sent on supplies (i.e. magic markers, poster boards, etc...) needed for an event.

**Paid Wages** – Wages for film projectionists or police officers, as required by a rental facility, will be approved by the DPC.

**Other** – Please include other miscellaneous costs in this category.

**Diversity Programming Committee (DPC) funds CANNOT be spent on:**

**Food** - Funds cannot be spent on food, with the exception of meals for speakers.

**Social Functions** - Funds cannot be spent on parties, social functions, or banquets.

**Decorations** - Funds cannot be spent on decorations or table arrangements.

**Gifts** - Funds cannot be spent on gifts, plaques, awards, trophies, flowers, clothing, or any other personal items for individuals.

**At Banquets, luncheons, or dinners** or used during any event where food must be purchased by the student attendees.