

March 2017 Student Activity Fee Application

1. Requests must be received by the Office of Student Life a minimum of six weeks before the event. Additionally meetings are held the first Thursday of each month and applications need to be in 1 week prior to the monthly meeting.
2. Please fill out the form completely, if for any reason a category does not apply to your request mark the area as N/A
3. The Application is required to verbally present each appeal request at the Student Activity Fee Committee meeting.
4. A plan must be attached addressing how the event could meet the needs of persons with disabilities who may be attending

Student Activity Fee Application

Radio Buttons (single item selection) [Required]

Please indicate the type of funding category this request is for.

Valid input:

- Select only one choice.

Annual

Supplemental

Capitol

Name (Club or Cluster) [Required]

Please put your name or your group name that is requesting funding.

Radio Buttons (single item selection) [Required]

Please select a category

Valid input:

- Select only one choice.

Recognized Student Life Club

Student Life Cluster

Individual SAC Student

Co-sponsored Faculty/Staff

Contact Person

Phone Number [Required]

Address [Required]

Email [Required]

Name [Required]

To indicate that your advisor is aware of this request please have them provide their information. Individuals need Student Life review)

Advisor Phone [Required]

Email [Required]

Name [Required]

In order to be sure your department is aware of and approves this request, have them provide their information

Phone [Required]

In order to be sure your department is aware of and approves this request, have them provide their information

Email [Required]

In order to be sure your department is aware of and approves this request, have them provide their information

Program/Event Information or Conference Information

Name of Program/Event [Required]

If this is a program or event you are requesting money for what is the name, if not put N/A

Date & Time [Required]

If this is a program or event you are requesting money for what is the date and time, if not put N/A

Location [Required]

If this is a program or event you are requesting money for where is it located , if not put N/A

Anticipated Audience [Required]

If this is a program or event you are requesting money for what is the anticipated audience, if not put N/A

Target Audience [Required]

If this is a program or event you are requesting money for what is the target audience (i.e. faculty, specific student demographic), if not put N/A

*Attach complete SAC facilities request if needed

Checkboxes (multiple item selection) [Required]

What is the area(s) of focus? Check all that apply

- Special event(social, educational, community service, etc)
- Cultural (events celebrating specific communities)
- Leadership (Lecture series, conferences, speakers, etc)
- Professional Development (conference, workshop, mentoring, etc)

File Upload (8MB max)

Please attach a proposal letter, addressing the following:

- *Describe program/event and its goals.
- *Describe club/group mission, and how it relates to the event
- *Describe benefit(s) applicant participants and the SAC community will gain as a result of the event.
- *Describe collaboration efforts with the SAC student body, faculty, staff, and/or SAC departmental offices.
- *List volunteers, staff, students that will setup, breakdown, and run the event.
- *Describe what the funding will be used for and why it is necessary.

NOTE: After every program, an event summary & participation evaluation must be completed and turned into the Student Activity Fee Committee.

Name of Conference [Required]

If this is a conference you are requesting money for what is the name, if not put N/A

Date & Time [Required]

If this is a conference you are requesting money for what is the date and time, if not put N/A

Location [Required]

If this is a conference you are requesting money for where is it being held, if not put N/A

Target Conference Audience [Required]

If this is a conference you are requesting money for who is the target audience, if not put N/A

File Upload (8MB max)
Attach conference agenda and information

Checkboxes (multiple item selection)
What is the area(s) of focus of the conference? Check all that apply.

- Special Event (social, educational, community service, recognition, etc)
- Cultural (events celebrating specific communities)
- Leadership (lecture series, conferences, speakers, etc)
- Professional Development (conference, workshop, mentoring, etc)

File Upload (8MB max)
Please attach a proposal letter, addressing the following:

- *Describe the focus of the conference.
- *Describe club/group mission and how it relates to the conference.
- *Describe benefit(s) applicant, participants, and the SAC community will gain as a result of the conference. (i.e group will learn leadership skills that they will also be able to give back to SAC)
- *Describe collaboration efforts with the SAC student body, faculty, staff, and/or SAC departmental offices.
- * Describe what the funding will be used for and why it is necessary.

NOTE: After every conference, an event summary & participation evaluation must be completed and turned into the Student Activity Fee Committee

Budget Summary

Food [Required]
Please list all expenses

Printing [Required]
Please list all expenses

Decorations [Required]
Please list all expenses

Facility Rental [Required]
Please list all expenses

Special Equipment [Required]
Please list all expenses

Lodging [Required]
Please list all expenses

Speaker Fee [Required]
Please list all expenses

Prizes [Required]
Please list all expenses

Transportaion [Required]
Please list all expenses

Registration Fees [Required]
Please list all expenses

Other Expenses [Required]
Please list all expenses

Total Expenses [Required]
Please list all expenses

Revenue [Required]
Please list all sources of income and amounts for this event/project (i.e. Admission fee, dues, donations, etc)

Fund-raisers [Required]
List all fund-raiser events and amount raised

Balance/Amount requesting from Student Activity Fee [Required]
Expenses - Revenue/Fund-raiser

Budget (8MB max) [Required]
Attach an itemized Budget