



Student Organization Funding Request Form



For 2008-2009 Academic Year

Application for Off-Campus Events Only

Each event must have a separate Funding Request Form.

Failure to complete any part of this application will result in an automatic denial of funds.

Event Name: _____

Event Date(s): _____ Location: _____

Please attach your typed responses to the following questions on a separate sheet of paper:

1. Please describe this event in detail. How will this event benefit students on campus?
2. Specifically explain the nature of any costs listed below, providing price quotes or estimates if possible.
3. How does your organization intend to ensure this event's success?
4. Please provide a list of the attendees, including their relation to the organization (member, advisor, etc.)
5. Please list other expenses and fundraising revenues your organization expects to generate this year.
6. How many students are traveling? How did you determine the number of individuals to send? What is your destination and means of transportation? What is the personal financial contribution you expect each participant to make?

Funding the Event:

Description of <u>Expenses</u> for Event	A. Organization's Contribution	B. Expected Financial MUSG Contribution	C. Total Costs (Columns A + B)
Airfare Expenses	\$	\$	\$
Bus Transportation Expenses	\$	\$	\$
Auto Transportation Expenses	\$	\$	\$
Lodging Expenses	\$	\$	\$
Publicity (specify type)	\$	\$	\$
Performer Expenses	\$	\$	\$
Conference Registration Fees	\$	\$	\$
Other (specify)	\$	\$	\$
Total Event Costs	\$	\$ *	\$ †

† These cells must equal.

* These cells must equal.

Sources of <u>Funding</u> for Event	Amount of Money	Source of Money
Member Dues/Member Contributions	\$	
Campus Organizations/Departments	\$	
Other	\$	
Amount Requested from MUSG	\$ *	MUSG
Total Amount of Funding	\$ †	

If additional space is needed, please attach an additional sheet explaining funding needed and the sources of funding. Please do not hesitate to contact the MUSG Finance Office for assistance.

Allocation Periods and Deadlines:

Please indicate the allocation period for which you are applying. Applications are due in the MUSG office (AMU 133) by 5:00 p.m. on the application deadline. Failure to submit your application by the deadline will result in a denial of funding.

Fall Allocation Deadlines:

- Period 1 – Friday, April 25, 2008
For events occurring between 8/25/2008 and 5/3/2009
- Period 2 – Friday, September 12, 2008
For events occurring between 9/22/2008 and 5/3/2009
- Period 3 – Friday, October 15, 2008
For events occurring between 10/27/2008 and 5/3/2009
- Period 4 – Friday, November 14, 2008
For events occurring between 11/24/2008 and 5/3/2009

Spring Allocation Deadlines:

- Period 5 – Friday, January 23, 2009
For events occurring between 2/2/2009 and 5/3/2009
- Period 6 – Friday, February 13, 2009
For events occurring between 2/23/2009 and 5/3/2009
- Period 7 – Friday, March 20, 2009
For events occurring between 3/30/2009 and 5/3/2009
- Period 1 (For 2009-2010 Year) – Friday, April 17, 2008
For events occurring between 8/31/2009 and 10/2/2009

Student Organization Information:

Organization Name: _____

Contact Name: _____ Organization Advisor: _____

Contact Position: _____ Phone #: _____ E-mail: _____@marquette.edu

Annual Number of Members: _____ Annual Dues Per Member: \$ _____ Current Account Balance: \$ _____

What MUSG Can Fund:

- Speakers or educational events
- Documentaries, films, and performances
- Advertising and publicity for events
- Events, services, or activities that are open to the entire membership of Marquette University and that enhance the Marquette community.

What MUSG Cannot Fund:

- Recruiting or fundraising events
- Capital goods (i.e. t-shirts or prizes)
- Operating expenses (i.e. office supplies)
- Non-current expenses (i.e. expenses incurred outside of the current funding period)
- Any event that charges admission fees

Important Rules to Remember:

- All events **must** be approved by the Office of Student Development (AMU 121) prior to the event date and prior to submitting a reimbursement request form.
- A Reimbursement Request Form along with all receipts for reimbursement must be submitted to the MUSG Finance Office **no later than thirty (30) days** after the date of the event
- All publicity must state "Supported by the MUSG Student Activity Fee"
- A copy of publicity must be attached when submitting a Reimbursement Request Form
- All events must be open to the entire full time undergraduate population of Marquette University

I have read and understand the terms and conditions for requesting funding and for requesting reimbursement by MUSG for expenses. I agree to abide by these rules and understand that my or my organization's non-compliance will result in a denial of funds.

Signature: _____ **Date:** _____