



Student Funding Board Request

This form outlines the details for requesting funds for student organization activities. The form must be submitted on line or hardcopy, meeting posted deadlines. The Student Funding Board will review requests for funding and make the final approval. Appeals may be made to the Student Government through the processes laid out in the Student Funding Board Charter. Direct any questions to the Student Funding Board Chair at 810.762.3078.

Programming Request

Programming Requests have a 10% organization contribution of the total cost of the event. Please determine the total cost of the event and 10% of this will be taken off the total amount allocated by Student Funding Board.

Requesting Organization Information

Organization Name:

Name of person who prepared this form:

Preparer's e-mail:

Preparer's Phone:

Organization President:

Organization President's e-mail:

Organization's Treasurer/Financial Manager:

Treasurer's e-mail:

Organization's Campus Advisor:

Campus Advisor's e-mail:

Funding Purpose *(Programming)*

Name of Event: _____

Location of Event: _____

Has this location been reserved by your organization?

Yes No

Will this event be co-sponsored? "Co-sponsoring" means that another organization will be actively helping to put the event together.

Yes No

If yes, by which organization(s):

Date of Activity: _____

Time of Activity: _____

Type of Activity (check all that apply):

On Campus Free to Attendees
 Off Campus Charge to Attendees of \$ _____

Cultural
 Educational
 Entertainment
 Social
 Other: _____

Estimated Attendance:

UM-Flint Students _____

UM-Flint Faculty/Staff _____

Non-UM-Flint _____

Marketing Methods *(how and where will you promote this event?)*

Method	Who will see advertisement?	Estimated Cost
		\$
		\$
		\$
		\$

Itemized Budget *(how the money will be spent?)*

Example

	Item(s)	Cost	Quantity	Total
	Binders	5.00	3	\$15.00
			Total	\$15.00

	Item(s)	Cost	Quantity	Total
1				\$
2				\$
3				\$
4				\$
5				\$
6				\$
7				\$
8				\$
9				\$
10				\$
11				\$
12				\$
13				\$
14				\$
15				\$
			Total (1)	\$

Estimated Financial Support *(what other funds will contribute to the activity? (10%))*

Contribution from Organization's Treasury/Members	\$
Monetary Donations	\$

In-kind Donations (value of goods/services)		\$
Co-Programming with _____	organization/department	\$
Co-Programming with _____	organization/department	\$
Co-Programming with _____	organization/department	\$
Other Support from:		\$
Total Expected Revenue from activity ticket sales		\$
	Total Estimated Support (2)	\$

Total Allocation Request (*itemized budget – estimated financial support*)

Total (1)		\$
Total (2) (must be at least 10% of 1)		- \$
Total Allocation Request (1 - 2)		= \$

Rationale for Funding

Briefly describe how this event will benefit the campus community:

No more than 2500 characters.

Briefly explain why you need support from the Student Funding Board Fund to sponsor this activity:

No more than 2500 characters.

How will members of your organization be involved in the planning & implementation of this event?

No more than 2500 characters.