



## 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.

### Off Campus Travel (Conference/Tournament/Competition Request)

Travel Requests have a 50% organization contribution of the total cost of the event. Please determine the total cost of the event and 50% of this will be taken off the total amount allocated by Student Funding Board.

#### Requesting Organization Information

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**Organization Name:**

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**Name of person who prepared this form:**

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**Preparer's e-mail:**

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**Preparer's Phone:**

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**Organization President:**

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**Organization President's e-mail:**

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**Organization's Treasurer/Financial Manager:**

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**Treasurer's e-mail:**

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**Organization's Campus Advisor:**

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**Campus Advisor's e-mail:**

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**Funding Purpose** *(Conference or Tournament/Competition/Off Campus Travel)*

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**Name of event:** \_\_\_\_\_

**Location of event:** \_\_\_\_\_

**Date of event:** \_\_\_\_\_

**Is this a conference, tournament/competition, or other off campus travel?**

Conference       Competition       Other Off Campus Travel

**Have you already registered?**

Yes       No       Not Applicable

**Is there an “early bird” registration fee for this activity?**

Yes       No

**If yes, how much is the “early bird” registration fee?**

\_\_\_\_\_

**Are you requesting funds for transportation to and from the event?**

Yes       No

**Number of UM-Flint students attending for which funds are being requested:**

\_\_\_\_\_

**How are participants chosen for this trip?**

\_\_\_\_\_

**Please provide a brief itinerary of your travel plans:**

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

**Example**

	<b>Item(s)</b>	<b>Cost</b>	<b>Quantity</b>	<b>Total</b>
	Binders	5.00	3	\$15.00
			<b>Total</b>	\$15.00

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

**Estimated Financial Support** *(what other funds will contribute to the activity? (50%))*

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	\$
<b>Total Estimated Support (2)</b>	\$

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

Total (1)	\$
Total (2) (must be at least 50% of 1)	- \$
Total Allocation Request (1 - 2)	= \$

**Rationale for Funding**

**Briefly describe how your attendance at this event will benefit the campus community:**

No more than 1500 characters.

**Briefly explain why you need support from the Student Funding Board to attend this event:**

No more than 2500 characters.