

## Student Organization Allocation Request Form : 2010-2011

*Form must be submitted at latest 60 days before event if total requested is more \$3000, 30 days before event if total requested is between \$1000 and \$3000, 15 days before event if total requested is less than \$1000.*

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**BUDGET:** Create a line-item budget for each request, listing items in order of priority (1 =highest priority).

**Event/Project Name:** \_\_\_\_\_

**Date of Project/ Event:** \_\_\_\_\_ **Start Time:** \_\_\_\_\_ **Stop Time:** \_\_\_\_\_

| <b>Item (e.g. Food, Security, Decorations, Etc.):</b> | <b><u>Amount Requested</u></b> |
|-------------------------------------------------------|--------------------------------|
| 1 _____                                               | \$ _____                       |
| 2 _____                                               | \$ _____                       |
| 3 _____                                               | \$ _____                       |
| 4 _____                                               | \$ _____                       |
| 5 _____                                               | \$ _____                       |
| 6 _____                                               | \$ _____                       |
| 7 _____                                               | \$ _____                       |
| <b>Total \$</b> _____                                 |                                |

Include an additional sheet if necessary

1. Location: \_\_\_\_\_

2. Purpose: \_\_\_\_\_

3. Has it happened before: **Yes/No**

a. Have you faced any problems in planning this project/event in the past:

\_\_\_\_\_

4. Are there other sources of funding (please list if yes):**Yes/No** \_\_\_\_\_

5. Will there be a charge for UMBC students? **Yes/No** If yes how much? \_\_\_\_\_

6. Will there be a charge for people who are not UMBC students? **Yes/No** If yes how much? \_\_\_\_\_  
(check one)

- ☐ A representative of our organization with complete information about this event will attend next Finance Board meeting. (Finance Board meetings take place every Tuesday at 5:30 p.m. in Commons 318; attendance is mandatory if the amount requested is over \$500).)

- ☐ We will submit a detailed description of our event, but will not attend the next Finance Board meeting. (see reverse)  
I authorize this request and I attest that all information provided is complete and accurate.

\_\_\_\_\_  
Signature (circle: President / Treasurer)

\_\_\_\_\_  
(Date of Submission)

## **Written Description of Allocation Request**

Below, you will find important questions that are asked at the Finance Board meeting. Preparing to answer these questions in advance will facilitate the Finance Board having as thorough an understanding of your request as possible. If no member of your organization is able to attend a Finance Board meeting, you must submit the answers to the questions below in writing for the Finance Board to consider your allocation request. Please feel free to add any additional information that you feel is relevant to making an informed decision about your allocation request.

1. Please describe the project/event for which you are requesting funds.
  - a. Who do you anticipate participating?
  - b. If requesting funds for an event, what will the attendees experience from the time they arrive to the time they leave?
  - c. If requesting funds for a project, what will the participants experience from the time they begin to the time they finish?
  - d. What purpose will the items you are purchasing fulfill? Why are they necessary for the success of this event/project?
2. Planning
  - a. What type of set-up/preparation will this event/project require?
  - b. Who are the vendors providing the materials/services requested?
  - c. How did you determine the costs listed on the Allocation Form? Are they estimates? Quotes? Standard charges/fees?
  - d. If requesting food, how many people will your request feed?
  - e. If requesting equipment, transportation, housing, or registration; how many people will your request accommodate?
  - f. Is this event being co-sponsored? If so, with whom?
3. Marketing
  - a. To whom is this project/event being advertised?
  - b. What marketing tools do you plan to use? (myUMBC spotlights, Commonvision marketing package, flyers, word-of-mouth, etc)
4. Admission/Participation Charges
  - a. How much will UMBC undergraduate students be charged to participate?
  - b. How much will non-UMBC undergraduate students be charged to participate?