

## 2017-2018 SGA Allocation Request Form



Before completing this form, please read this important message regarding deadlines.

If you are requesting...

- \$999 or less: This form must be submitted 15 days before event/project
- \$1,000 - \$2,999: This form must be submitted 30 days before event/project
- \$3,000 or more: This form must be submitted 60 days before event/project

### **Organization Information:**

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

Title of Allocation Request: \_\_\_\_\_

### **Organization Representative Contact Information:**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone number: \_\_\_\_\_

**Is this event or project being co-sponsored with another UMBC student organization or UMBC campus department?**

Yes

No

Start date: \_\_\_\_\_

Start time: \_\_\_\_\_

End date: \_\_\_\_\_

End time: \_\_\_\_\_

Location (if applicable): \_\_\_\_\_

**YOU MUST HAVE A CONFIRMED LOCATION TO REQUEST FUNDS FOR AN ON-CAMPUS EVENT.** A copy of this Allocation Request Form will be sent to Event and Conference Services to confirm that you have started the reservation process.

## Request Details

Please briefly describe the purpose of your request:

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Has the event or project happened before?

Yes

No

How many people do you expect to attend/participate at your event or project?

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How many of these people do you expect to be UMBC students?

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Are there other sources of funding?

Yes

No

Maybe

Will there be a charge for UMBC students?

Yes

No

Will there be a charge for non-UMBC students?

Yes

No

If you are planning on paying your entertainer or speaker, you must complete a contract through Event and Conference Services. Anytime you are working with an entertainer or speaker not affiliated with the university (whether or not your organization is paying them), you must still work with Event and Conference Services to complete a contract between the person and the university. **Student organizations should never be signing a contract with an entertainer or speaker.**

Do you need an entertainment contract?

Yes

No

If you plan on having your event/project catered and are **not** using Chartwells or Glenmore, you will need to work with Event and Conference Services to complete the preferred food vendor forms.

Will this event/project be catered by a vendor other than Chartwells or Glenmore?

Yes

No

**Budget**

Complete the budget grid below so that all expenses your organization is requesting the Finance Board to cover are reflected. Please attach documentation for each item requested (you may attach an Event Planning Form from Event and Conference Services to document internal costs like Set-up, A/V, Housekeeping, etc.) to this form and indicate which documentation is attached in the grid.

<b>Item</b>	<b>Price</b>	<b>Is Documentation Attached?</b>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
<b>Total</b>	\$	

Finance Board meetings take place every Tuesday evening in The Commons 318.

Every Wednesday at 5:00pm the SGA Treasurer will review all completed allocation requests that were submitted over the previous week. The Treasurer will work with your organization to schedule a time to describe your request to the Finance Board at an upcoming meeting. Please keep in mind that if there are a large number of requests or if your event/initiative is not in the near future your organization may be scheduled to be heard at a meeting several weeks in the future.

Please select **all of the times** that a representative from your organization could participate in a future Tuesday evening Finance Board meeting:

	6:00pm - 6:15pm		8:00pm - 8:15pm
	6:15pm - 6:30pm		8:15pm - 8:30pm
	6:30pm - 6:45pm		8:30pm - 8:45pm
	6:45pm - 7:00pm		8:45pm - 9:00pm
	7:00pm - 7:15pm		9:00pm - 9:15pm
	7:15pm - 7:30pm		9:15pm - 9:30pm
	7:30pm - 7:45pm		9:30pm - 9:45pm
	7:45pm - 8:00pm		

**I certify that this request reflects complete and accurate information. I understand that my request will not be counted as having been submitted (for purposes of meeting the applicable deadline) unless it is complete, i.e., accompanied by documentation of all expenses (in the form of quotes, online price listings, or equivalent evidence of the prices of the items you wish to purchase).**

**Printed Name of Organization Treasurer:** \_\_\_\_\_

**Signature of Organization Treasurer:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Printed Name of Organization President:** \_\_\_\_\_

**Signature of Organization President:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Submit this completed form to the SGA Office (Commons 2B20) during regular business hours (9:00 a.m.-5:00 p.m.). **All signatures must be hand-written, not typed.**

For SGA Staff Use:

Submission Date/Time: \_\_\_\_\_

Financial Support Team Review: \_\_\_\_\_ (Initials)

SGA Treasurer Review: \_\_\_\_\_ (Initials)