**Campus Event Funding Request**

*Student Activity Finance Board*

Refer to [SAFB website](https://safb.mst.edu/) before attempting to fill out this form. A digital PDF version must be submitted on Engage and a signed hard copy must be submitted to the Student Council office.

The purpose of the Campus Events Fund is to help organizations put on events open to the entire student body (SAFB Code § 9A). 50 percent of funds must be raised by the organization.

Office Use Only, Date & Time of Receipt: \_ \_ \_

**General Information:**



**Organization Name:**



**Number of Members:**



**Semester:**



**Mission, Purpose, & Goals:**

**Officer Information:**



**President:** Name:

Phone:

Email:

**Treasurer:** Name:

Phone:

Email:

**Advisor:** Name:

Phone:

Email:

**Previous Year’s Budget:**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  | **Income:** |  |  |
|  |  |  |  |
|  | **Beginning Balance:** | $ |  |
|  |  |  |  |
|  | **Member Dues:** | $ |  |
|  |  |  |  |
|  | **SAFB Funding:** | $ |  |
|  |  |  |  |
|  | **Other:** | $ |  |
|  |  |  |  |
|  | **Explain Other Income:** |  |  |
|  |  |  |  |
|  | **Expenses** |  |  |
|  |  |  |  |
|  | **Equipment:** | $ |  |
|  |  |  |  |
|  | **Programming:** | $ |  |
|  |  |  |  |
|  | **Conferences & Travel:** | $ |  |
|  |  |  |  |
|  | **Supplies:** | $ |  |
|  |  |  |  |
|  | **Organization Dues:** | $ |  |
|  |  |  |  |
|  | **Advertising:** | $ |  |
|  |  |  |  |
|  | **Insurance:** | $ |  |
|  |  |  |  |
|  | **Other:** | $ |  |
|  |  |  |  |
|  | **Explain Other Expenses:** |  |  |
|  |  |  |  |
|  | **Total Income:** | $ |  |
|  |  |  |  |
|  | **Total Expenses:** | $ |  |
|  |  |  |  |
|  | **Explain Budget Discrepancies:** |  |  |
|  |  |  |  |

**Event Details:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Event Name:** |  | **Location:** |  |  |
|  |  |  |  |  |
| **Date:** |  | **Expected Attendance:** |  |  |
|  |  |  |  |  |
| **Description:** |  | **Expense Lines:** |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Present Year’s Income:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Beginning Balance:** |  |  |  |  |  | $ |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Dues per Person** |  | **Paying Members** | **Times Collected Per Year** | **Total** |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| $ |  |  |  |  |  |  |  |  |  |  |  | $ |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Projected Fundraising Profits:** | $ |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Projected Sales Profits:** |  | $ |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Miscellaneous Income:** |  | $ |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Miscellaneous Income** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Description:** |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Total Funds:** |  |  | $ |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Present Year’s Requested Expenses:** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Line #** |  | **Quantity** |  | **Description** |  |  |  | **Total Cost** | **Request** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **1** |  |  |  |  |  |  |  |  |  |  | $ |  | $ |  |  |
| **2** |  |  |  |  |  |  |  |  |  |  | $ |  | $ |  |  |
| **3** |  |  |  |  |  |  |  |  |  |  | $ |  | $ |  |  |
| **4** |  |  |  |  |  |  |  |  |  |  | $ |  | $ |  |  |
| **5** |  |  |  |  |  |  |  |  |  |  | $ |  | $ |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |  |  |  |  | $ |  | $ |  |  |
| **7** |  |  |  |  |  |  |  |  |  |  | $ |  | $ |  |  |
| **8** |  |  |  |  |  |  |  |  |  |  | $ |  | $ |  |  |
| **9** |  |  |  |  |  |  |  |  |  |  | $ |  | $ |  |  |
| **10** |  |  |  |  |  |  |  |  |  |  | $ |  | $ |  |  |
| **11** |  |  |  |  |  |  |  |  |  |  | $ |  | $ |  |  |
| **12** |  |  |  |  |  |  |  |  |  |  | $ |  | $ |  |  |
| **13** |  |  |  |  |  |  |  |  |  |  | $ |  | $ |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **14** |  |  |  |  |  |  |  |  |  |  | $ |  | $ |  |  |
| **15** |  |  |  |  |  |  |  |  |  |  | $ |  | $ |  |  |
| **16** |  |  |  |  |  |  |  |  |  |  | $ |  | $ |  |  |
| **17** |  |  |  |  |  |  |  |  |  |  | $ |  | $ |  |  |
| **18** |  |  |  |  |  |  |  |  |  |  | $ |  | $ |  |  |
| **19** |  |  |  |  |  |  |  |  |  |  | $ |  | $ |  |  |
| **20** |  |  |  |  |  |  |  |  |  |  | $ |  | $ |  |  |
| **21** |  |  |  |  |  |  |  |  |  |  | $ |  | $ |  |  |
| **22** |  |  |  |  |  |  |  |  |  |  | $ |  | $ |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **Total Cost** |  |  |  |  |  |  | **Total Request** |  | **Percent Requested %** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| $ |  |  |  |  |  | $ |  |  |  |  | % |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Mission Statement Relevance:**

**In 4- 6 sentences please describe how this funding request relates to your organization's mission and purpose. How will these expenses enable your organization? Further, how will your organization benefit the S&T campus as a whole?**

**Signatures:**



**We affirm that the above information is accurate, truthful, and complete to the best of our knowledge, and realize that any attempt at deception in the above records is grounds for denial of funding for this period and future funding periods.**

**President:**

**Treasurer:**

**Advisor:**

**Submission:**

* Submit the PDF copy on your organization's Engage portal. The digital copy does not need to be signed.
* The hardcopy of this document and all other application materials must be submitted to the SAFB chair in 232 Havener Center.
* Both copies must be submitted at least 60 days before the event.
* For events occurring during the first 60 days of a semester, applications must be submitted during the semester (fall or spring) prior to the event. The applications must be received no less than 40 days before the end of the semester.
* Visit the SAFB website: safb.mst.edu for more information.