

# Northeast Lakeview College



## Application for Student Services Fee Funding 2009-2010

## Student Service Fee Advisory Committee Funding Application

All applications must be typed, otherwise they will not be Accepted

Annual     Supplemental     Capitol

Instructions for submitting a funding request:

1. Requests must be received by the Student Leadership & Activities Office a minimum of **six weeks** before the event.
2. Please fill out this form completely.
3. The applicant is required to verbally present each appeal request at the SSFAC meeting.
4. Complete application must be turned in to the Student Leadership & Activities Office (102A) no later than the **Monday** before the SSFAC meeting.
5. A plan must be attached addressing how the event could meet the needs of persons with disabilities who may be attending.

**Applicant Information**

Name (individual, club or department) \_\_\_\_\_

Please select category:

Recognized Student Organization                       Individual Student  
 Campus Department (non-academic)                       Co-sponsored Faculty/Staff

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

E-mail \_\_\_\_\_

Advisor Review Required For Student Organizations (Individuals Need Student Activities Review)

*By signing below, I certify that I have reviewed and support the following SSFAC funding request.*

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**President/Chair Review**

*By signing below, I certify that I have reviewed and support the following SSFAC funding request.*

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

For SSFAC and Student Leadership & Activities Use

Date received \_\_\_\_\_ Received by \_\_\_\_\_

## Program/Event Information

Name of Program \_\_\_\_\_

Date & Time \_\_\_\_\_ Location \_\_\_\_\_

Anticipated Audience (how many students do you expect) \_\_\_\_\_

Target Audience (i.e. faculty, specific student demographic) \_\_\_\_\_

*\*Attach complete facilities request form*

What is the area(s) of focus? Check all that apply.

- Special event (social, educational, community service, recognition etc.)
- Cultural (events celebrating specific communities)
- Leadership (lecture series, conferences, speakers, etc.)
- Professional development (conference, workshops, mentoring etc.)

Please attach a proposal letter, addressing the following:

- Describe program/event and its goals.
- Describe club/group mission, and how it relates to the event.
- Describe benefit(s) applicant, participants, and the NLC community will gain as a result of the event. (ex. cultural enrichment)
- Describe collaboration efforts with the NLC student body, faculty, staff, and/or NLC departmental offices.
- List volunteers, staff, students that will setup, breakdown, and run the event.
- Describe what the funding will be used for and why it is necessary.

***NOTE: After every program, an event summary & participation evaluations must be completed and turned into SSFAC.***

## Conference Information

Name of Conference \_\_\_\_\_

Date & Time \_\_\_\_\_ Location \_\_\_\_\_

Target Conference Audience \_\_\_\_\_

*\*Attach conference agenda and information*

What is the area(s) of focus? Check all that apply.

- Special event (social, educational, community service, recognition etc.)
- Cultural (events celebrating specific communities)
- Leadership (lecture series, conferences, speakers, etc.)
- Professional development (conference, workshops, mentoring etc.)

Please attach a proposal letter, addressing the following:

- Describe focus of conference.
- Describe club/group mission and how it relates to the conference.
- Describe benefit(s) applicant, participants, and the NLC community will gain as a result of the conference. (ex. Group will learn leadership skills that they will also be able to give back to NLC)
- Describe collaboration efforts with the NLC student body, faculty, staff, and/or NLC departmental offices.
- Describe what the funding will be used for and why it is necessary.

***NOTE: After every conference, an event summary & participation evaluations must be completed and turned into SSFAC***

## Budget Summary

### Expenses \*

*List all expenses*

	Amount
Food _____	\$ _____
Printing _____	\$ _____
Decorations _____	\$ _____
Facility rental _____	\$ _____
Special equipment** _____	\$ _____
Lodging _____	\$ _____
Speaker fee _____	\$ _____
Prizes _____	\$ _____
Transportation _____	\$ _____
Registration fees _____	\$ _____
Other expenses _____	\$ _____
<b>Total Expenses</b> _____	<b>\$</b> _____

### Revenue

*List all sources of income for this event/project (e.g. Admission Fee, dues, donations, etc.):*

Source	Amount	Account #
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
<b>Total Revenue</b> _____	<b>\$</b> _____	

### Fund-raisers

*List all fund-raiser events and amount raised:*

Fund-raiser	Amount	Account #
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
<b>Total Fund-raisers</b> _____	<b>\$</b> _____	

BALANCE (Expenses - Revenue/Fund-raiser) \$ \_\_\_\_\_

Amount requesting from SSFAC \$ \_\_\_\_\_

\*Attach Itemized Budget

\*\*Attach completed media request if needed

NOTE: After every event an actual financial report should be turned into SSFAC.

# Sample Proposal Letter

September 17, 2008

SSFAC Board Members,

Students Against Boredom (SAB) is a student club that is dedicated to programming campus-wide events where everyone can have a great time on campus. Since 1991, we've been putting on successful programs such as "80's Night at the Rec", "Nintendo-Mania", and "The Taste of the MetroCom". People interested in joining our organization are welcome to come to our weekly meetings held at Northeast Lakeview College Campus at 8:00 Tuesday nights.

Supporting our mission and in celebration of Halloween, SAB is planning on hosting a Monster Mash! Monster Mash is a costume party and will be held in HBC on October 29th. The Mash will run from 7:00 p.m. - 10:00 p.m. There will be cookies and punch all night, and D.J. Super-Sweet will be jamming the tunes. Prizes will be given away at the end of the night, including those for best-dressed couple, most unusual costume, and largest participation.

SAB has been planning this event for several months but is looking for additional funding to help with the costs. We are requesting \$328 from SSFAC to pay for the marketing, food and the talent fee of D.J. Super-Sweet. Please see budget below for complete details. We have been working closely with the Drama Club to get costumes for our members, and fundraise at their productions.

SAB believes every student should enjoy their college experience; this is why our club is necessary. As a result of our event students will get a break from midterms and just have fun at our celebration. Thank you for your time and consideration.

Sincerely,

Mary Doe  
President of S.A.B.  
Phone: (210) 555-1234  
Fax: (210) 555-4321  
Email: sabiscool@yahoo.com

### Sample Itemized Budget

<i>Item</i>	<i>Vendor</i>	<i>Quantity</i>	<i>Amount</i>	<i>Total</i>	<i>Date Needed</i>	<i>Method of Payment *</i>	<i>Account Code *</i>
<b>Marketing</b>							
Flyers	Kinko's	100 (8 1/2 x11in)	.08	8.00	10/15		
Banner	Kinko's	1 (6x3ft)	30.00	30.00	10/27		
<b>Food</b>							
Cookies	HEB	4 trays	10.00	40.00	10/29		
<b>Hospitality</b>							
Water for Bands	HEB	3 (six packs)	3.00	9.00	10/29		
<b>Decorations</b>							
Balloons	Party Pig	24 balloons	1.00	24.00	10/28		
Streamers	Party Pig	5 packs	1.50	7.50	10/28		
Scissors	Party Pig	1 pair	2.00	2.00	10/28		
Tape	Party Pig	2 packs	1.50	3.00	10/28		
<b>Entertainment</b>							
D.J. Super-Sweet				250.00	10/8		
<b>TOTAL</b>				<b>373.50</b>			

\*To be filled out in meeting with Director of College Services

Total cost for the event: \$373.50

Total SSFAC contribution: \$328.00

Volunteers	Setup	Staff	Breakdown	Hours
Bob Ziegler	x			5-7pm
James Brown		x		7-10pm
Janet Reno			x	7-10pm
MargThacther		x		10-11pm



### SSFAC Use

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- **Approved**
- **Approved with conditions**
- **Not Approved**

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### SSFAC Signatures

<i>Signature</i>	<i>Approve</i>	<i>Not Approved</i>
1.	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>
5.	<input type="checkbox"/>	<input type="checkbox"/>
6.	<input type="checkbox"/>	<input type="checkbox"/>
7.	<input type="checkbox"/>	<input type="checkbox"/>
8.	<input type="checkbox"/>	<input type="checkbox"/>
9.	<input type="checkbox"/>	<input type="checkbox"/>

Date of Action: \_\_\_\_\_