

ASMC Special Funding Application

REGULATIONS AND GUIDELINES FOR FUNDING

- **Plan** a successful event by meeting with your advisor, committee members, and collaborating organization or department to outline the event details. Check the master calendar for conflicts under the resources headline online at http://www.mills.edu/undergraduate_students.php.
- All **undergraduate students** and student organizations in good standing with Mills College, Student Activities and ASMC are eligible to apply for special funding. Student organizations must have the support of the organization's advisor to request funds. Individuals requesting funds for a conference must provide a letter of support from an advisor and, if funded, present to the entire community about the conference and its benefits to her and the Mills community.
- **Attendance** at events must be open to the entire campus community; however the **target audience** should be the entire undergraduate population (i.e., all ethnicities, religious backgrounds, non-traditional students, commuter/residential students, students with disabilities, etc.).
- For programs or events which **charge admission**, the fee charged to ASMC students must be at least 20% less than that charged to the general public. Additionally, all revenue must be used to offset program or event expenses.
- Programs and events must comply with all ASMC and Mills College **event guidelines** including those found in the *Student Handbook*.
- Special funding proposals **must be** submitted in accordance with these **deadlines**:

Less than \$500	<i>At least 3</i> academic weeks prior to the event date
\$500 - \$1,000	<i>At least 4</i> academic weeks prior to the event date
\$1, 000 or more	<i>At least 5</i> academic weeks prior to the event date
- We encourage that the planning of the program/event be a **collaboration** that includes more than one student organization and/or department.
- **Fund allocation** cannot be used for any of the following purposes:
 - the purchase of alcohol
 - administrators requesting funds for their departments
 - sponsorship of any non-Mills student to attend conferences, meetings, retreats or conventions

STEPS FOR APPLYING FOR SPECIAL FUNDING

1. Pick up a **Funding Application** in Cowell or online at http://www.mills.edu/campus_life/student_activities_and_clubs/asmc_special_funding_request_for_m.pdf
2. **Complete** Application and Budget Proposal Form. Organizations must have their advisor's signature on the form.
3. **Return** the Special Funding Application and Budget Proposal Form to the Office of Student Activities in Rothwell B or at the Cowell Front Desk. Incomplete proposals or proposals that do not meet the deadlines will not be accepted and will be returned to you.
4. ASMC will contact you to schedule an **appointment** to present your proposal. The board hears proposals on Wednesdays between 6:30 and 7 p.m.
5. Be prepared for your **5-minute presentation** to the ASMC Executive Board by knowing the event details, realistic facts and figures, bringing supporting documents (flyer ideas, speaker bio, previous year's evaluation results), and preparing to answer questions. Seriously consider the application questions.
6. If funding involves travel, students must complete liability waiver forms before funds will be released.

ASMC Special Funding Application

Today's Date _____
mm/dd/yyyy

Presenter Contact Information

Event Coordinator: _____ Phone #: _____
Primary Email: _____ Secondary Email: _____

Organization Information

Organization: _____ Phone: _____
Email: _____ President: _____
Advisor: _____ Advisor signature in support of application: _____

Event Information (details, schedule, purpose)

Event Title: _____
Date: _____ Day: _____ Time: _____ Duration: ___ Hours
Location: *(please attach room confirmation)* _____
Proposed Artist/Talent: *(please attach detailed information)* _____

Estimate number of organization members working on event: _____

Please answer the following questions in a separate Word document:

1. What is the goal(s) for the program/event?
2. How does your organization plan to meet these goals?
3. How and with whom has collaboration taken place?
4. What is your publicity strategy and timeline?
5. Who will be your target audience?
6. What is your expected attendance?
7. What was the previous year's attendance (if applicable)?
8. Describe how you will assess the program/event (i.e. evaluations).
9. How are you ensuring that the entire campus community feels welcome?
10. How does this event support the ASMC mission?

Complete the Event Guide Checklist provided in this packet.

Revenue & Co-sponsorship (other possible sources of funding)

Sponsorship Funding: *(list names & exact/estimates of financial contribution)*

Ticket Sales

General Tickets - # of tickets to be sold ___ @ \$ _____
Student (20% less than General) - # of tickets to be sold _____ @ \$ _____

Concessions (CD's, artwork, etc): _____

Total possible funding (other than ASMC): _____

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Budget Proposal Form

Please research market value and provide unit cost per item and number of items.

Proposed Costs
(estimated amounts)

Program Supplies: *(list specifics, i.e. decorations, gifts)*

Total Program Supplies: _____

Security: *(\$75 for 4 hours per officer)*

Total Security: _____

Artist/Speaker Fee: *(attach bio, include necessary travel for speaker)*

Total Artist/Speaker: _____

Equipment Rentals: *(list specifics; i.e. screen, sound)*

Total Equipment Rentals: _____

Publicity: *(list specifics; i.e. duplication, posters)*

Total Publicity: _____

Food & Catering: *(list specifics; i.e. food, table linens)*

Total Food & Catering: _____

Miscellaneous:

Total Miscellaneous: _____

TOTAL AMOUNT REQUESTED: _____

FOR OFFICIAL USE ONLY

ASMC Advisor Signature _____ Date _____
Scheduled Meeting Date _____ Vote: Y ___ N ___ A ___ Amt: \$ _____
Comments: _____