

Club Programming Committee On-Campus Program Funding Application

Before completing the application below, please read all rules and regulations in the Club Programming Committee Guidelines & Application for On-Campus Program Funding booklet. **Submit completed applications to the Bonnie Hurlburt Student Center Room 235.** Applications will not be considered if they are turned in less than **FOUR** weeks in advance of the on-campus event and **FIVE** weeks in advance of events involving a speaker traveling from outside the United States. Reimbursements cannot be made for any items purchased prior to the approval of the application or for any items or services that were not listed and approved under the "Allocation of Funds" section of this application.

If you would like assistance with proofreading this application, we encourage you to visit the Learning Assistance and Resource Center in Walker Hall.

Organization Requesting Funds _____
Event/Presenter/Performer Name _____
Date of Event _____
Event Location _____
Person responsible for coordinating payment of bills _____

What is the anticipated attendance?

- 5-30 30-50 50-75 75-100 100-200 More than 200

Has this event been held before on campus? _____

If so, when? _____

What are other sources of funding?

- Organizational checking account
 Co-Programming
 University Department
 Other _____

How much money will be provided by fundraising and organizational funds for this event?

CPC suggests that organizations fundraise at least 10% of the cost of the program.

- Less than \$50 Between \$50 and \$200 More than \$200

What types of fundraising projects have been completed to obtain funds for this event?

- _____

Who is the target audience? Check all that apply.

- Club/organization members
 Students in a specific major
 Other _____

Is the presenter/performer an RU student, faculty, or staff member? _____

If so, please inform them that they will be taxed at a rate of 40% for their services.

How will this activity benefit your organization, all students, as well as the RU community?

Please ensure the following is attached to the application:

- Brief description of event
 Event/Program schedule
 RU Contract/Rider (if applicable)

Please check all that apply:

- The organization has an updated profile on RUInvolved.
- The organization is registered with the university on RUInvolved.
- The organization is in good standing with the university and/or national organization (if applicable).
- The required application signatures are obtained.
- On publicity materials, CPC needs to be listed as a co-sponsor of the event.

Allocation of Funds	Description of Request	Requested by Organization	Approved by CPC
Honorarium		_____	_____
Rental		_____	_____
Food Services		_____	_____
Other		_____	_____
		TOTAL REQUEST: _____	TOTAL APPROVED: _____

I have read and agree to all the information in the Club Programming Funding Application form and guidelines. I understand that if the amount spent should exceed the amount approved in any area, the sponsoring organization will be responsible for the difference. The organization is required to send a representative(s) to the Club Programming Committee meeting to discuss the application with the committee. The applicant will be contacted regarding the date and time of the Club Programming Committee meeting that the application will be reviewed.

All of the following sections must be completed.

Applicant's Signature _____
 Print Name _____
 Date _____
 Phone _____
 Email _____

Advisor's Signature _____
 Print Name _____
 Date _____
 Phone _____
 Email _____