



STUDENT ACTIVITIES FORM PROGRAM FUNDING REQUEST

Student Center, Room 519 | activities@tc3.edu | 607-844-8222, ext. 4442

*ONLY COMPLETE THIS FORM IF YOU ARE REQUESTING FUNDING FOR YOUR PROGRAM
The Student Club Treasurer, or Treasurer's Student Designee, should fill out this form.*

This form must be submitted with the PROGRAM PROPOSAL FORM at least two (2) weeks prior to the event date.

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| CONTACT INFORMATION (NOTE: you will be the contact person for this trip for all future communications) | |
| Today's Date: _____ | |
| Club/Organization Name: _____ | |
| Name of student completing this form: _____ | |
| Your TC3 Email: _____@mymail.tc3.edu | |
| Your Phone #: _____ | |

REQUEST FOR FUNDING

| | | |
|--|---------------------------|---|
| PROGRAM/EVENT SUPPLIES (Attach back-up documentation that supports quoted fees whenever possible) | | |
| Item description: _____ | TOTAL REQUESTED: _____ | TOTAL APPROVED SAB: _____ TOTAL APPROVED CLUB: _____ |

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|---|---------------------------|-------------------------------|
| PERFORMER/SPEAKER FEE (Attach a copy of the contract as well as any associated costs for lodging and travel) | | |
| Performer Fee: _____ | TOTAL REQUESTED: _____ | TOTAL APPROVED SAB: _____ |
| Travel Costs: _____ | | TOTAL APPROVED CLUB: _____ |
| Lodging Costs: _____ | | |

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|---|---------------------------|-------------------------------|
| EQUIPMENT RENTAL/AUDIO VISUAL SERVICES (Attach back-up documentation for quoted rates) | | |
| <i>Please detail any costs associated with rental of equipment or A/V services from an off-campus supplier for your event. On-campus audio-visual services are free, but limited.</i> | TOTAL REQUESTED: _____ | TOTAL APPROVED SAB: _____ |
| Description: _____ | | TOTAL APPROVED CLUB: _____ |
| (please continue on back) | | |

Funding Policies & Procedures

SAB Funding Criteria

The following items are taken into consideration when providing funding through SAB.

- If the program is open to all TC3 students, or restricted to a specific audience.
- The cost of the program versus the number of students served.
- How much the club is willing to contribute to the event.
- How well the program is connected to the club's mission.
- If the club has participated in civic engagement activities.

General guidelines:

- All programs sponsored by a club must be consistent with the club's constitution and objectives.
- All requests for use of funds must be in compliance with the State University of New York, Tompkins Cortland Community College and the Faculty Student Association (FSA). Please also refer to the FSA Administrative Finance Manual for additional information.
- Revenue balances from fund-raising endeavors stay with the club and are carried over from semester to semester. Any revenue balance in excess of 10.00 will be credited to the club for the next year.

Check/Credit Card Requests:

Checks will be available for pick-up or be mailed on the following Friday (seven days) afternoon. Plan ahead. Purchase requisitions must be filled out completely and have supporting documentation attached (i.e., billing invoice, contract, travel request, etc.) Purchase requisition forms must be completed after the Program Budget is approved. Only staff from Student Activities will give purchase requisition forms to the Budget and Finance office. **STUDENTS AND/OR ADVISORS ARE NOT TO DELIVER FORMS TO THE BUDGET OFFICE.**

A credit card may be available through the Student Activities Office to purchase items or secure reservations. There is a credit limit on the card and there can be many groups requesting its use at any time. Plan ahead.

Revenue and Deposits: Revenue generated from any sale, admission fees, donations, etc., must be deposited in the appropriate FSA account in the Budget and Finance Office (248) by the end of the following business day after an activity. If this does not occur, the group could face fiscal sanctions and not be permitted use of the facility for further fund-raising endeavors. This is the only location where funds for a group can be deposited.

Contracts

- Any contract for services (speakers, entertainment) with a non-campus vendor must be reviewed and signed by the Director of Student Activities at least two weeks in advance of the program. This is to ensure compliance with the terms and conditions of the contract.
- The Student Activities Department has templates for entertainment contracts in the event that a performer or speaker cannot provide one.
- Contracts with entertainers, lecturers, musicians, DJ's, etc. can be funded with budgeted funds up to \$200.00 per contract.

Food at Events: Food and/or beverage at campus wide events may be provided from budgeted funds for up to \$100.00 per semester. This provision is to provide support to an educational program on campus. Food and/or beverage cannot be provided with budgeted funds for events outside of the main building, the student center or the athletic facility.

Public Safety at Events: You may be required to request the presence of Public Safety at your event. If this is the case, the office of Student Activities will work with Public Safety to provide the necessary staffing. Events that will require the presence of Public Safety include, but are not limited to:

- 1) If you anticipate more than 100 people in attendance
- 2) You require cash protection
- 3) This is classified as a late night event – end or clean-up time is scheduled for after 11pm