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UNIVERSITY OF COLORADO AT DENVER AND HEALTH SCIENCES CENTER  
DOWNTOWN DENVER CAMPUS STUDENT GOVERNMENT

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Dear Applicants,

Enclosed is the Funding Board (FB) application packet for the **2007-2008** academic year. Please read this information carefully and understand all the requirements your organization must fulfill in order to receive funding from student fees. **The Student Government Funding Board will allocate a maximum of \$1000 per request per semester.** For further information on FB funding procedures, please refer to the *Organization Handbook*. If you have any questions or concerns regarding the application process, please feel free to contact the Student Government Office at 303.556.2510 or email us at <mailto:sga@cudenver.edu>

- Applications must be submitted to Student Government office (Tivoli 301) or the Student Life Office (Tivoli 303) **by 12:00 pm on the Friday prior to the weekly Funding Board meetings** and two (2) weeks prior to the event. FB meetings are posted on Student Government's website at <http://thunder1.cudenver.edu/studentorgs/meetings.html>
- The student organization treasurer or designee **must attend** and present the funding request to the FB. The Treasurer's name must correspond with the person named on the respective semester's **Organization Recognition Form**.
- Incomplete applications will not be considered.
- An itemized budget must be included for consideration.
- The FB will adhere to the funding guidelines outlined in the *Funding Guidelines and Procedures*.
- All funding allocated by the FB is available to the student organization two (2) weeks after the request date. **Student organizations are required to meet with the Office of Student Life (Tivoli 303) after receiving funding from the FB to ensure the correct process is followed.**
- **Do not pay vendors directly.** Reimbursement will not be made for direct payment. The Office of Student Life must receive detailed information on vendors, including business name, address, and phone numbers to assure payment in a timely manner.
- Upon conclusion of the event, the Event Summary Form (enclosed with this packet) **must be submitted to the Student Government Office within 2 weeks following the event.**

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UNIVERSITY OF COLORADO AT DENVER AND HEALTH SCIENCES CENTER  
DOWNTOWN DENVER CAMPUS STUDENT GOVERNMENT  
FINANCE BOARD FUNDING REQUEST

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Type or print legibly and complete all required information.

**FUNDING PRIORITY**

The Student Government Funding Board will make every attempt to ensure that student life on campus is enhanced and sustained through the student fee funding process. Student organizations are encouraged to engage in cultural, educational, and recreational activities as well as get involved in informative and support services on campus that augment the quality of student life for their organizations and the general student body. The Student Government Funding Board will adhere to requirements and guidelines as outlined in the **Funding Guidelines and Procedures**.

1. Organization Name \_\_\_\_\_  
Organization acronym (if applicable) \_\_\_\_\_

2. Treasure:  
Name/Phone \_\_\_\_\_

President:  
Name/Phone \_\_\_\_\_

3. Organization's Phone/Fax Number \_\_\_\_\_

4. Organization's Mission Statement  
(goals/objectives) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Purpose for Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Describe Request:

What are the goals of the project/event/etc.? How will you measure the success of the program, event, etc.? Who, what, where, when, why and how will the event happen/take place/etc.? (Attach additional pages if necessary).

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7. Requested Amount: \$ \_\_\_\_\_

8. Itemized Budget:

Itemized budgets must include, but are not limited a description for each line item, including any bids or proposals from vendors and suppliers. Organizations requesting funding for a lecture or guest speaker must submit a description of the lecture explaining the agenda and the proposed honorarium. The following specific items must be included in the itemized budget, if applicable:

FOOD

- a. Name and location of caterer
- b. Clean-up charges and staffing costs (i.e. waiters, servers, etc.)
- c. Beverages and food costs

FACILITIES

- a. Location (E.g. Tivoli Student Union, King Center, Flagpole, etc.)
- b. Date and time
- c. Facility rental costs, including after hours costs and any other associated fees
- d. Security costs
- e. Clean-up costs
- f. Equipment rental (i.e. tables, chairs, stage, sound system, etc.)

9. Other Funds Currently Available:

Organizations must submit proof of fundraising with this request. Organizations must include all other funding sources including their self-generated account balances. Accounts that have a negative balance will not be eligible for funding.

Organization Fundraising	\$ _____
Membership Fees/Dues	\$ _____
Other	\$ _____
Total Funds Available	\$ _____

10. How many times has this organization requested funding this semester and how much has it received?

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11. How does this event/program/etc. benefit the student body of the University of Colorado at Denver and Health Sciences centre?

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12. Success of Past Events: Briefly describe the success of past events.

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13. Signatures and Date:

To the best of our (organization and the leadership of) knowledge and ability all the information provided herein is true and accurate. Any false information provided herein will be accounted for and may be prosecuted.

President \_\_\_\_\_ Date \_\_\_\_\_

Treasurer \_\_\_\_\_ Date \_\_\_\_\_

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UNIVERSITY OF COLORADO AT DENVER AND HEALTH SCIENCES  
DOWNTOWN DENVER CAMPUS STUDENT GOVERNMENT  
EVENT SUMMARY FORM

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**Type or print legibly and complete all required information.**

This form must be submitted to the Student Government office (Tivoli 301) or the Student Life Office (Tivoli 303) within **2 weeks** following the organization's event. Please read and answer all the following questions. (Attach additional pages if necessary).

1. Amount Allocated \$ \_\_\_\_\_
2. Due Date: (Two weeks after date of the event) \_\_\_\_\_
3. Name/Location of the Event \_\_\_\_\_
4. Amount Used \$ \_\_\_\_\_
5. Was the events expected attendance reached?      YES \_\_\_\_\_ NO \_\_\_\_\_
6. Was the event open to the public?                      YES \_\_\_\_\_ NO \_\_\_\_\_
7. How did you advertise this event?
8. Approximately how many UCD Faculty/Staff attended the event? \_\_\_\_\_
9. Rate the overall event on a scale of 1 to 10. (10 Highest, 1 Lowest)

1    2    3    4    5    6    7    8    9    10

10. What were the organizations weakness/strength in organizing the event?  
\_\_\_\_\_  
\_\_\_\_\_

11. What improvements can be made for the organizations next event?  
\_\_\_\_\_  
\_\_\_\_\_

12. Were the Auraria Police assigned to the event? Were there any altercations during the event? If so, please explain.  
\_\_\_\_\_  
\_\_\_\_\_

13. Did the Student Government/Office of Student Life answer any questions the organization had regarding accessing the money allocated?  
\_\_\_\_\_  
\_\_\_\_\_