September 22, 2016

Dear Applicant:

The Office of the Vice Chancellor for Student Affairs has a limited amount of money with which to co-sponsor campus events and activities. Grants will rarely exceed $300, and the funding committee will generally favor applications for events that are cross-cultural in nature or for speakers who invite provocative or difficult dialogues. In addition, proposals that have already been granted supplementary funding from other sources are preferable. As a general rule, requests for off-campus conferences and travel expenses will not be funded.

Please note that funding by the Office of the Vice Chancellor for Student Affairs does not represent endorsement or approval of an event or its content. The following statement must be included in any promotional materials or programs in which sponsors’ names are listed: “Provision of funding by sponsors does not represent endorsement or approval of the event or its content.”

Please fill out the attached application as completely as possible. Thank you.

Sincerely,

Margaret Klawunn
Vice Chancellor for Student Affairs

Attachment
Application for Co-Sponsorship

Please complete all requested information and return this form with an itemized budget attached at least three weeks prior to your event date.

Your name/title: ___________________________ Today’s Date: ______________

Email: ____________________________________

Group name: _______________________________________

Mailing address: __________________________ Phone: __________________

OSL Account number: ______________________________________

Purpose of Organization: ______________________________________

Event title: ______________________________________

Type of Event: ______________________________________

Please describe the nature and focus of the event, as well as the goal and target audience: (use additional pages if necessary)

____________________________________________________________________________________________

____________________________________________________________________________________________

Date(s): __________________________ Time: __________________

Location: __________________________ Anticipated attendance (approx. #): ______________

Admission fee: _______________ Total amount requested (from the V.C. Student Affairs office): ______________

Please describe your promotion and publicity plans: ______________________________________

____________________________________________________________________________________________

Are you seeking other funding sources? If so, please identify and note amount requested and confirmation status:

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<th>Name</th>
<th>Contribution: Requested</th>
<th>Confirmed</th>
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Has your organization received funding from the VCSA office in the past fiscal year (July-June) for previous events?

____________________________________________________________________________________________

If so, how much?

____________________________________________________________________________________________
# Program Budget

## Estimated Expenses

### I. Contract
- A. Speaker $________
- B. Performing Artist $________
- C. Art Exhibit $________

### II. Accommodations
- Hotel $________
- **Sub-total** $________

### III. Food
- **Sub-total** $________

### IV. Travel
- A. Air Fare $________
- B. Train $________
- C. Bus $________
- D. Cab $________
- E. Personal Car $________
- **Sub-total** $________

### V. Publicity
- A. Daily Nexus $________
- B. Copying Services $________
- C. Local Media $________
- D. Posters $________
- E. Banners $________
- **Sub-total** $________

### VI. Equipment Rentals
- A. $________
- B. $________
- C. $________
- **Sub-total** $________

### VII. Staff
- A. Security $________
- B. Police $________
- C. CSO’s $________
- D. Ushers $________
- E. Ticket Sellers $________
- F. Other $________
- **Sub-total** $________

### VIII. Facility Rental
- $________
- **Sub-total** $________

### IX. Other
- $________
- $________
- **Sub-total** $________

**TOTAL** $________

## Committee Use Only

- **Date:**
- **Approved**
- **Funding Amount:**
- **Funding is earmarked for:**
- **Not Approved:**
- **Reason for Denying Request:**

- **Committee’s Use Only:**

- **Date:**
- **Approved**
- **Funding Amount:**
- **Funding is earmarked for:**
- **Not Approved:**
- **Reason for Denying Request:**