



# Club Sports Funding Request Form

Each event must have a separate Funding Request Form



Name of Conference, Tournament, or Opponent: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Location: \_\_\_\_\_

Number of students traveling: \_\_\_\_\_ Means of transportation: \_\_\_\_\_

Where will you be staying? \_\_\_\_\_ Number of nights: \_\_\_\_\_

Please attach your **typed** responses to the following questions on a **separate** sheet of paper:

1. How is this event beneficial to the Marquette community and students on campus?
2. How do you plan to promote this event?
3. Please list other expenses and fundraising revenues your organization expects to generate this year.
4. Please attach a complete list with your season schedule, including regular season and tournaments.
5. **For off-campus events only:** What is the personal financial contribution you expect each participant to make? How did you determine the number of students traveling? What is the nature and purpose of this particular event?

**Funding the Event:** *(failure to complete the following section will result in an automatic denial of funds)*

Have you received allocations from Rec Sports this school year? YES NO If yes, amount: \$ \_\_\_\_\_

Description of <i>Expenses</i> for Event	Costs Incurred by Organization	Funding Anticipated by MUSG
Coaching Fees	\$	\$
Referee Fees	\$	\$
Off-Campus Auto/Airfare	\$	\$
Off-Campus Lodging	\$	\$
Conference or Registration Fees	\$	\$
Other (specify)	\$	\$
<b>Total Event Costs</b>	\$	\$

Sources of Funding for Event	Amount of Money	Source of Money
Member Dues/Member Contributions	\$	
Campus Organizations/Departments	\$	
Other	\$	
Amount Requested from MUSG	\$	
<b>Total Amount of Funding</b>	\$	

If additional space is needed, please attach an additional sheet explaining funding needed and the sources of funding. Please do not hesitate to contact the MUSG Finance Office for assistance.

## Allocation Periods and Deadlines:

Please indicate the allocation period for which you are applying. Applications are due in the MUSG office (AMU 133) by 5:00 p.m. on the application deadline. Failure to submit your application by the deadline will result in a denial of funding.

### Fall Allocation Deadlines:

- Period 2 - September 14, 2006  
For events occurring between 9/24/2007 and 5/5/2008
- Period 3 – October 12, 2006  
For events occurring between 10/22/2007 and 5/5/2008
- Period 4 – November 16, 2006  
For events occurring between 11/26/2007 and 5/5/2008

### Spring Allocation Deadlines:

- Period 5 – January 25, 2007  
For events occurring between 2/4/2008 and 5/5/2008
- Period 6 – February 22, 2007  
For events occurring between 3/3/2008 and 5/5/2008
- Period 7 – March 28, 2007  
For events occurring between 4/7/2008 and 5/5/2008

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## Student Organization Information:

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Organization Advisor: \_\_\_\_\_

Contact Position: \_\_\_\_\_ Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_@marquette.edu

Annual Number of Members: \_\_\_\_\_ Annual Dues Per Member: \$ \_\_\_\_\_ Current Account Balance: \$ \_\_\_\_\_

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### What MUSG Can Fund:

- Transportation and lodging for team and coach
- Field, facility, and referee fees
- Contracts for non-playing, salaried coaches
- League entry, tournament, and conference fees
- Advertising and publicity for events
- First aid supplies

### What MUSG Cannot Fund:

- Capital goods (i.e. player or team equipment)
- Fundraisers or team recruitment events
- Any event that charges admission fees
- Non-current expenses (i.e. expenses incurred outside of the current funding period)

## Important Rules to Remember:

- All events must be approved by the Office of Student Development
- A Reimbursement Request Form along with all receipts for reimbursement must be submitted to the MUSG Finance Office **no later than thirty (30) days** after the date of the event.
- All publicity must state “Supported by the MUSG Student Activity Fee”
- A copy of publicity must be attached when submitting a Reimbursement Request Form
- All events must be open to the entire membership of Marquette University

*I have read and understand the terms and conditions for requesting funding and for requesting reimbursement by MUSG for expenses. I agree to abide by these rules and understand that non-compliance will result in a denial of funds.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_