

SAB-CEF Sponsorship Request Application

Note: In order for your request to be considered, it must be submitted at least four (4) weeks in advance of the event start date

Requestor Name: _____

UW Tacoma Affiliation: Student-at-large* Student Org* Staff Faculty

If a student organization, which one: _____

If staff/faculty, which department: _____

UW Email ID: _____ Phone: _____

SAB-CEF Guidelines

- For 2008-09, the SAB will allocate no more than \$16,500 per quarter (Autumn-Winter-Spring) to CEF requests
- Any requests for sponsorship over \$500 necessitate review by the SAB team
- No more than one (1) request per event can be submitted
- No more than \$2000 may be requested for a single event
- No entity may request and/or be granted more than \$2,000 in one (1) quarter
 - If more than one entities name is on an event request (ex: BSU and LSO co-hosting) the amount awarded shall be split evenly and reflected as such on that entities "balance" with the SAB for that quarter
- Requests asking for funds to cover food and/or beverages must be reviewed by the team; further, any events serving food must abide by the 20% rule as outlined in the SAB Primer
- When a request will involve collecting funds (ex: ticket sales, admission), non-UWT students shall be charged full price per person
- Any request involving alcohol must already have been granted approval by the Chancellor's Office to be considered for review
- Incomplete requests or requests which do not fall in-line with these guidelines shall be returned to the requestor to be completed and/or updated before consideration will be given
- All requests must be made by a UW Tacoma entity in good standing; if an entity moves from good to bad standing while the request is in process, the request shall be put on hold until such time as the entity returns to good standing
- Requests from students (i.e. student-at-large, recognized or registered student organizations) must also have an adviser review & sign-off on this request below*

By signing below, I am confirming I have read & understand the SAB-CEF guidelines as outlined above.

Applicant Name Printed

Applicant Signature & Date

*Adviser Name Printed

Adviser Signature & Date

Please provide the following information for the event, initiative, or activity for which you are requesting SAB-CEF funds:

Title: _____

Date(s): _____

Time(s): _____

Location*: _____

*If on-campus, please provide your room reservation # (ex: skinzel311): _____

Estimated attendance: _____

Is the event open to the public? _____

Is the purpose of this event fundraising?

No Yes, explain: _____

Are you seeking funds from any other entity or venture? (ex: Arts & Lectures, fundraising)

No Yes, explain: _____

Are you requesting funds to cover food or beverage? No Yes*

* If yes, please submit a UoW 1798 (food) form, including a memo outlining why food/beverage is integral to the event

Does this request involve any contracts? No Yes*

* If yes, please submit with your application

Does this request involve any invoices? No Yes*

* If yes, please submit with your application

Does this request involve alcohol? No Yes*

* If yes, please submit a copy of approval from the Chancellor's Office

Are you partnering with anyone, on- or off-campus, on this event? No Yes*

* If yes, who: _____

Expected Revenue (ex: from ticket sales, 20% rule, etc.): \$ _____

In addition to the information provided in this packet, please submit:

- A completed line itemed budget of proposed expenditures (see page 3)
- Statement of purpose outlining the intent & benefit of the event, initiative, or activity to the campus community, which shall be no less than two (2) and no more than eight (8) paragraphs in length
- Any other documents you deem as beneficial to your application (ex: marketing, letters of support, etc.)

SAB-CEF Sponsorship Request Itemized Budget

<i>Budget Item</i>	<i>Amount Requested</i>	<i>Amount Funded*</i>
Marketing/Advertising	\$	
Promotion	\$	
Copyright Fee	\$	
Food/Refreshments	\$	
Decorations	\$	
A/V tech	\$	
Travel Costs	\$	
Honorariums	\$	
Rental Equipment	\$	
Tickets	\$	
Other (define):		
	\$	
	\$	
	\$	
	\$	
	\$	
Outside Funding (define):		
	-\$	
	-\$	
	-\$	
TOTAL	\$	

Column to be completed by SAB*