



SOAC Funding Application

2020-2021

Organization Information

Organization Name: _____ Tax ID # (EIN): _____

Contact Person: _____ CWID: _____

Email: _____ Phone #: _____

Event Information

Event Type (check one): ☐ On-Campus ☐ Travel

Name of Conference/Event/Program: _____

Location/Destination: _____ Date(s): _____

Total Amount Requested: \$_____

Please remember to attach a detailed event budget sheet showing how funds will be spent at your event and a copy of your organization's most recent bank account statement. Without these items the application will not be complete.

Certification

Name of Person Completing Form

Signature of Person Completing Form

Signature of Organization Advisor

Date Received (office use):

Application Checklist

Attach the following items to the application

- ☐ Detailed Event Budget
- ☐ Copy of most recent bank statement
- ☐ Supporting documentation
(e.g. estimates/quotes, invoices, original receipts showing zero balance, marketing materials, conference brochure, schedule, travel agenda, etc.)
- ☐ W9/Direct Deposit form current within last 6 months
- ☐ Travel itinerary (travel only)
- ☐ List of travel participants (travel only)

To be considered for funding, an organization must be recognized and currently registered with the University. In order for this form to be valid, the organization's status must be confirmed by the Student Organizations staff.

Please return the completed form to the Student Involvement Suite on the second floor of the Rayburn Student Center. Questions should be directed to the Assistant Director for Student Government and Student Organizations at Jeremy.Sippel@tamuc.edu.



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Please provide a detailed description of the conference, event, or activity.

Answer the questions below to complete your application.

1. From which other departments, organizations, and/or individuals are you receiving financial assistance for this event or activity? How much?
2. Have you received Student Service Fee funding for this event or travel?
3. **For On-Campus event:** How will this event benefit the A&M-Commerce campus community?
4. **For Travel request:** How will this travel support your organization's mission and benefit the organization's members?
5. **For Travel request:** How will the knowledge or information you take from the travel positively impact the A&M-Commerce campus community?
6. Has your organization done any fundraising? If no, why not?



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Please provide a detailed budget, including quantities and prices, in the space below (for travel requests: lodging, registration, transportation, parking,; for event requests: food, decorations, supplies, speaker fees, etc.). If you do not know the costs, please research costs as this impacts your approved funding.