SOAC Funding Application
2022-2023

Organization Information

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

Contact Person: _____

Email: _____ Phone #: _____

Event/Travel/One-Time Funding Information

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

Name of Conference/Event/Program (if event/travel): _____

Location/Destination: _____ Date(s): _____

Item(s) Purchased (if 1X Funding):_____

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

For events:

- ☐ Detailed Event Budget
- ☐ Supporting documentation
  (e.g. estimates/quotes, invoices, original receipts showing zero balance, marketing materials)

For travel:

- ☐ Supporting documentation
  (e.g. hotel estimates, registration costs, transportation costs, conference schedule)
- ☐ Travel itinerary
- ☐ List of travel participants

For 1X Funding:

- ☐ Original receipts

To be considered for funding, an organization must be currently registered and have attended a SOAC training. 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 Engagement 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, travel, or purchase? How much?

2. Have you received Student Service Fee funding for this event, travel, or purchase?

3. Do you have funds available in your organization bank account to cover the cost of items purchased?

   ☐ Yes ☐ No What is the balance available in your account?

4. Has your organization done any fundraising? If no, why not?

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For event and travel use only:
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.