



Student Affairs Program Fund

General: Programming funds totaling more than \$50,000 have been allocated to expand the number and scope of larger campus programs and to meet the diverse social and cultural needs of the student body. Recognized student groups may use the funds for any reasonable expense associated with sponsoring an activity such as the cost of the program (speaker, film, band, etc.) promotional costs, and set up expenses. Labor provided by the sponsoring organization is considered volunteered and is not to be compensated. Organizations must complete the attached application to request funds. All decisions are made by the Committee which is comprised of 5 students appointed by the governing bodies and an administrator appointed by the Dean of Students.

Award Criteria: The following criteria must be met in order for programming funds to be awarded to the student group. Exceptions will be considered on a case by case basis by the committee.

1. The activity must be open to all University students.
2. The activity must be held in a University facility.
3. The Committee will coordinate funding requests with Student Government, Inc. to avoid duplication of awards. Groups that receive funding from both for a particular event may not receive monies in excess of expenses as listed on the budget application.
4. The sponsoring organization must provide the Office of Student Affairs with a summary statement within two (2) weeks following the funded event. The statement will include a brief narrative of the events, a financial record of all income and expenses, and recommendations for similar events in the future.
5. Organizations planning to make a charitable contribution or profit from the proceeds of an event may not use funds as the contribution or profit. At the discretion of the Committee, the student group may be asked to reimburse the fund in these situations.
6. Applications must be reviewed and presented to the committee prior to the sponsored event. There will be no back funding of events that have already taken place. Please call 581-4031 for the date, time and place of the next meeting.
7. The Committee will make its allocations based on the following factors:
 - a. How the activity will contribute to the overall campus activities program.
 - b. How significant student need/interest is in the program.
 - c. How unique the activity is and how it will diversity the campus activities program.
 - d. How the activity will fill significant voids in the program calendar.
 - e. How the activity might affect other events scheduled at approximately the same time.
 - f. How much funding is being requested.
 - g. How much money the sponsoring organization is planning to contribute to the activity.
 - h. How the sponsor plans to resolve any debt that might be incurred.
 - i. How many times an organization has received funds during the current academic year.

Application Process: The sponsoring organization should complete the application and follow these guidelines:

1. Meet with the Director of Campus Activities and Events or his/her designee to plan event. Submit a completed application including budget to the Office of Student Affairs, 315 Memorial Union, prior to the scheduled meeting. You can call 581-4031 for the date, time and place of the next meeting or for answers to any questions regarding the application process.
2. Send a representative to the Committee meeting to present the application. Please make every attempt to apply early in order to process any needed paperwork prior to the event. No funding will be approved for an event that has already occurred.
3. Provide the Office of Student Affairs with a summary statement no later that two (2) weeks following the funded event.

Please stop by our office if we can assist you in any way or call 581-4031.

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Name of Organization: _____

Co-Sponsor of Event: _____

Name of Applicant: _____

Office held in organization: _____

Phone: _____

Name of Planned Event(s): _____

Event Date(s): _____ Time: _____

If the event takes place over several days, please attach full schedule including events, times, locations.

Have contracts been signed? Yes No

Will this contract need to be paid even if the event must be cancelled? Yes No

Has location been reserved? Yes No

Location of Event _____

Ticket Prices: Students _____ Non-students _____

Estimated number of attendees: _____

How do you plan to publicize the event?

Please give a description of the event(s). Attach additional pages if needed.

The President and Advisor of _____ and the Director of Campus Activities and Events (CAE) concur with this application.

President signature: _____ Printed Name: _____

Advisor signature: _____ Printed Name: _____

CAE signature: _____ Printed Name: _____

Funding Application

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PROGRAM EXPENSES:

(SPEAKER FEE, CONTRACT AMOUNT, BAND, ETC)

ITEM	AMOUNT
_____	_____
_____	_____
_____	_____
_____	_____
SUBTOTAL:	\$ _____

SERVICES:

Police	_____
Fire Marshall	_____
Electrician	_____
Custodial Charges	_____
Technician/House Mgr	_____
Facility Rental	_____
Equipment Rental	_____
Box Office	_____
Catering	_____
Other	_____
SUBTOTAL:	\$ _____

CONTRIBUTIONS & EXPECTED REVENUE:

SOURCE	AMOUNT
UMaine Student Gov't	_____
Residents on Campus (ROC)	_____
_____	_____
SUBTOTAL:	\$ _____

PROGRAM EXPENSES LESS CONTRIBUTIONS & REVENUE = \$ _____
FUNDING REQUEST

Event Budget

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Comments and/or Questions:

_____ Funding Approved \$_____ Funding Amount

_____ Funding Denied Reason _____

Funds to be allocated as follows:

Expense	Amount
_____	_____
_____	_____
_____	_____

Signature of Committee Member _____

Printed Name of Committee Member _____

Payment Processing Information:

Vendor	Date	Amount
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For Committee Use Only