



### Campus Activity Funding Board 2008-2009 Funding Application

All applications must be typed or printed legibly in ink or application will be returned. For questions or additional information regarding the Campus Activity Funding Board program or application, please call 512.223.4715.

**Applicant Information**

**Applicant Name** \_\_\_\_\_  
**Applicant Phone** \_\_\_\_\_  
**Applicant Email** \_\_\_\_\_

**Type of Application**

Recognized Student Life Club \_\_\_\_\_  
 Individual ACC Student, ID# \_\_\_\_\_  
 Co-sponsored (Must be Faculty/Staff of ACC)

**Event Date:** \_\_\_\_\_ **Funding Request: \$** \_\_\_\_\_

**Timeline**

<b>ASAP</b>	<input type="checkbox"/>	Contact SL coordinator for appointment to review application process	
<b>8 weeks prior</b>	<input type="checkbox"/>	Meet with SL coordinator to review application process	Date/[Initial]: ___/___/___ [ ]
<b>6 weeks prior</b>	<input type="checkbox"/>	Submit completed application to Student Life	Date/[Initial]: ___/___/___ [ ]
		Yes	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	Application completed, including signatures, attached
	<input type="checkbox"/>	<input type="checkbox"/>	Facilities and Operations Form completed, attached
	<input type="checkbox"/>	<input type="checkbox"/>	Media Request Form completed, attached
	<input type="checkbox"/>	<input type="checkbox"/>	Travel Packet completed, attached

Funding requests (Please attach vendor quotes and check which is applicable)

- T-Shirts
- Promotional Items
- Conference/Travel
- Banners
- Catering
- Other: \_\_\_\_\_

**CAB Dates and Deadlines** *Presentation appointments assigned by CAB*

Events after Nov. 24.....	Submit by Oct. 13, 5 p.m. ....	Present on Oct. 17
Events after Dec. 8.....	Submit by Oct. 27, 5 p.m. ....	Present on Oct. 31
Events after Dec. 15.....	Submit by Nov. 3, 5 p.m.....	Present on Nov. 7
Events after Dec. 29.....	Submit by Nov. 17, 5 p.m.....	Present on Nov. 21
Events after Mar. 9.....	Submit by Jan. 26, 5 p.m. ....	Present on Jan. 30
Events after Mar. 23.....	Submit by Feb. 9, 5 p.m.....	Present on Feb. 13
Events after April 6.....	Submit by Feb. 23, 5 p.m.....	Present on Feb. 27
Events after April 13.....	Submit by Mar. 2, 5 p.m.....	Present on Mar. 6
Events after May 4.....	Submit by Mar. 23, 5 p.m.....	Present on Mar. 27
Events after May 18.....	Submit by April 6, 5 p.m.....	Present on April 10

*Student Life Use Only*

**CAB Presentation Date, Time:** \_\_\_/\_\_\_/\_\_\_ :\_\_\_ AM/PM **Date [Initial]:** \_\_\_/\_\_\_ [ ]

**Funding:**  **Approved, Amount: \$** \_\_\_\_\_  **Declined, Reason:** \_\_\_\_\_

**Week of CAB meeting, no later than:**

<b>Tues.</b>	<input type="checkbox"/>	Completed application submitted to CAB advisor	Date/[Initial]: ___/___/___ [ ]
	<input type="checkbox"/>	Application submitted to CAB executive assistant for review	Date/[Initial]: ___/___/___ [ ]
<b>Wed.</b>	<input type="checkbox"/>	Applicants informed of application status, CAB presentation	Date/[Initial]: ___/___/___ [ ]



**Program/Event Information**

Name of Program \_\_\_\_\_

Date and Time \_\_\_\_\_ Location \_\_\_\_\_

Attendance Goal (how many students do you expect) \_\_\_\_\_

Target Audience (i.e. faculty, specific student demographic) \_\_\_\_\_

*\*Attach completed ACC Request for Facility and Operations Form*

*\*If event requires media equipment, please complete and submit campus Media Request Form*

**What is the area(s) of focus? Check all that apply.**

- Special event (social, educational, community service, recognition etc.)
- Cultural (events celebrating specific communities)
- Leadership (lecture series, conferences, speakers, etc.)
- Professional development (conference, workshops, mentoring etc.)
- Marketing (T-shirts, banners, etc.)

**Please attach a proposal letter, addressing the following:**

- Describe program/event and its goals.
- Describe club/group mission, and how it relates to the event.
- Describe benefit(s) applicant, participants, and the ACC community will gain as a result of the event. (ex. cultural enrichment)
- Describe collaboration efforts with the ACC student body, faculty, staff, and/or ACC departmental offices.
- Describe what the funding will be used for and why it is necessary.

*NOTE: All applicants must present in person at the assigned CAB meeting to be considered for funding.*

*After every program, an event summary and participation evaluations must be completed and turned into CAB.*

**Club Advisor Review (individuals need Student Life Review)**

*By signing below, I certify that I have reviewed and support the following CAB funding request.*

Name \_\_\_\_\_

Signature \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Club President/Chair Review**

*By signing below, I certify that I have reviewed and support the following CAB funding request.*

Name \_\_\_\_\_

Signature \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_



**Conference Information**

Name of Conference \_\_\_\_\_

Date and Time \_\_\_\_\_ Location \_\_\_\_\_

Target Conference Audience \_\_\_\_\_

*\*Attach all conference information, example: agenda and information*

*\*Complete travel packet*

**What is the area(s) of focus? Check all that apply.**

- Special event (social, educational, community service, recognition etc.)
- Cultural (events celebrating specific communities)
- Leadership (lecture series, conferences, speakers, etc.)
- Professional development (conference, workshops, mentoring etc.)
- Promotional Items (t-shirts, give-a-ways, etc.)
- Travel: Please review and complete and attach travel form

**Please attach a proposal letter, addressing the following:**

- Describe focus of conference.
- Describe club/group mission and how it relates to the conference.
- Describe benefit(s) applicant, participants, and the ACC community will gain as a result of the conference.  
(ex. group will learn leadership skills that they will also be able to give back to ACC)
- Describe collaboration efforts with the ACC student body, faculty, staff, and/or ACC departmental offices.
- Describe what the funding will be used for and why it is necessary.

*NOTE: After every conference, an event summary and participation evaluations must be completed and turned into CAB*

**Student Life Review**

*By signing below, I certify that I have reviewed and support the following CAB funding request.*

Name \_\_\_\_\_

Signature \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_



**Vendor Information for Requesting Quotes**

**T-Shirts (SRI)**

Website: [www.srimonogramming.com](http://www.srimonogramming.com)  
Contact: Nicki Johnston  
Phone: 512.388.4989  
Email: [nicki@srimonogramming.com](mailto:nicki@srimonogramming.com)  
Address: 2303 Co. Rd 172, Round Rock, TX 78681  
Fax: 512.388.2986

**Promotional Items (Halo Branded Solutions)**

Website: <http://barbarabasham.halocatalog.com>  
Contact: Barbara Basham  
Phone: 512.335.9100  
Email: [barbara.basham@halo.com](mailto:barbara.basham@halo.com)  
Fax: 512.233.5990

**Fliers and Posters (Kinkos)**

Website: [www.fedexkinkos.com](http://www.fedexkinkos.com)  
Contact: nearest location for more information

**Banners (Banner Sign Graphics)**

Website: [www.bannersigngraphics.com](http://www.bannersigngraphics.com)  
Contact: Debbie Pabst  
Phone: 512.458.5348  
Address: 630 Canion St. Austin, TX 78752  
Email: [debbie@bannersigngraphics.com](mailto:debbie@bannersigngraphics.com)  
Fax: 512.458.6760

**Catering (ACC vendors only)**

[www.austincc.edu/purchase/catering.php](http://www.austincc.edu/purchase/catering.php) (only from ACC network)



**Projected Budget Summary**

**Expenses \***

*List all expenses*

	Amount
Food _____	\$ _____
Printing _____	\$ _____
Decorations _____	\$ _____
Facility rental _____	\$ _____
Special equipment** _____	\$ _____
Lodging _____	\$ _____
Speaker fee _____	\$ _____
Prizes _____	\$ _____
Transportation _____	\$ _____
Registration fees _____	\$ _____
Other expenses _____	\$ _____
<b>Total Expenses</b> _____	<b>\$</b> _____

**Revenue**

*List all sources of income for this event/project (e.g. Admission Fee, dues, donations, etc.):*

Source	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>Total Revenue</b> _____	<b>\$</b> _____

**Fund-raisers**

*List all fund-raiser events and amount raised:*

Fund-raiser	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>Total Fund-raisers</b> _____	<b>\$</b> _____

<b>BALANCE</b> (Expenses – Revenue/Fund-raiser)	<b>\$</b> _____
Amount requesting from CAB	\$ _____

\*Attach Itemized Budget

\*\*Attach completed media request if needed

NOTE: After every event an actual financial report should be turned into CAB

**What to Include in your Proposal Letter**

- Club name
- Club mission
- Event purpose
- Event description
- Event date, time, location
- Funding amount
- Funding description

**Sample Proposal Letter**

September 17, 2007

CAB Board Members,

Students Against Boredom (SAB) is a student club that is dedicated to programming campus-wide events where everyone can have a great time on campus. Since 1991, we've been putting on successful programs such as "80's Night at the Rec", "Nintendo-Mania", and "The Taste of Austin Community College". People interested in joining our organization are welcome to come to our weekly meetings held at Rio Grande Campus at 8:00 Tuesday nights.

Supporting our mission and in celebration of Halloween, SAB is planning on hosting a Monster Mash! Monster Mash is a costume party and will be held in HBC on October 29th. The Mash will run from 7:00 p.m. - 10:00 p.m. There will be cookies and punch all night, and D.J. Super-Sweet will be jamming the tunes. Prizes will be given away at the end of the night, including those for best-dressed couple, most unusual costume, and largest participation.

SAB has been planning this event for several months but is looking for additional funding to help with the costs. We are requesting \$328 from CAB to pay for the marketing, food and the talent fee of D.J. Super-Sweet. Please see budget below for complete details. We have been working closely with the Drama Club to get costumes for our members, and fund-raise at their productions.

SAB believes every student should enjoy their college experience; this is why our club is necessary. As a result of our event students will get a break from midterms and just have fun at our celebration. Thank you for your time and consideration.

Sincerely,

Mary Doe  
President of S.A.B.  
Phone: (512) 555-1234  
Fax: (512) 555-4321  
Email: sabiscool@yahoo.com