Spring 2016 Funding Request Packet Directions

The deadline to submit your FRP is Friday, April 1st, 2016.
Requests will be reviewed on or before April 18, 2016.
Allocations will be distributed on the Student Organization Transition Summit on April 22, 2016.

Begin your FRP at bit.ly/bamfrp

Helpful Tips:

- You can request up to 10 budget items. Please limit your responses to 10. Do not submit multiple FRPs.
- Do NOT use 1 of your 10 budget items for fundraising seed money. You will be asked this separately.
- You will be shown the BAM Guidelines for the budget type that you selected, however please review the full BAM Guidelines at bit.ly/bamguidelines before beginning your FRP.
- You will no longer need to submit additional paperwork for trips or conferences, this form is all inclusive.
- You have limited time to complete the survey. Please have a plan before you proceed.
- Do not include the dollar sign ($) in your answers.
- Each Student Organization cannot receive more than 4% of BAMs budget for the given semester.
- Once your FRP is submitted, you will be redirected to the SGA Facebook Page.

Selecting Your Budget Items

In the chart on page one, you will be asked to input your 10 “budget items” and classify them as a “budget type.” Then, you will be asked to answer a number type-specific questions for each budget on individual pages. Please limit your request to 10 budget items.

Below are descriptions for each budget type:

- **Social Event:** Any on-campus event with no educational purpose, typically only open to group members.
- **Educational Event:** Any on-campus event with an educational purpose, typically open to the general student body.
- **Conference:** Any off-campus event that includes professional development, typically through a national organization and only open to group members.
- **Trip:** Any event or activity that takes place off campus, excluding a conference. Most retreats are classified as a trip.
- **Equipment:** Items necessary for a particular purpose related to the function or tasks within your organization, but not for a specific event or program.
- **Ongoing Program:** Programs that continue for an extended period of time and require supplies to be purchased on multiple occasions.
- **Dues:** Fees paid for membership to a national organization.
- **Banquet:** A formal event consisting of a meal and recognition for achievements, typically for group members and special guests.

If you have any questions in the process, please contact BAM at bam@my.easternct.edu, John Wescott at wescottj@easternct.edu or Chris Ambrosio at ambrosioc@easternct.edu.
Specific Questions for Your Budget Items:

You will be asked the following three questions for ALL budget items you request.
1. Will money be collected from Eastern students as part of this event (yes/no)?
2. Provide a brief description of the budget item.
3. How does this budget item support the mission of your organization?

Social or Education Programs:
- Projected date & location of event
- Is this an annual event (yes/no)?
- Are you planning on collaborating with any other student organizations?
- Are you planning on collaborating with any other organizations/business?
- Itemized list of expenses (food, entertainment, decorations, supplies)
- How much money your organization plans to provide from their fundraising account.

Conferences:
- Name of conference & sponsoring organization
- Link to the conference website
- Dates and location of conference
- Number of students attending
- Number of advisors attending
- Description of the conference and the learning objectives
- Itemized list of advisor expenses (conference registration, travel, lodging)
- Itemized list of student expenses (conference registration, travel lodging)
- How much money your organization plans to provide from their fundraising account.

Equipment:
- What will the equipment be used for?
- How will the equipment be stored and maintained?
- 2 quotes including the company name and price quoted

Ongoing Programs:
- Start date of program
- End date of program
- Are you planning on collaborating with any other student organizations?
- Are you planning on collaborating with any other organizations/business?
- Itemized list of expenses (food, entertainment, decorations, supplies)

Dues:
- Name of national organization
- Cost per person
- Number of people

Trips:
- Start & end date of trip
- Location (or destination)
- Are you planning on collaborating with any other student organizations?
- Are you planning on collaborating with any other organizations/business?
- Itemized list of expenses (parking, transportation, tickets)

Banquets:
- Projected date & location of banquet
- Number of individuals participating
- Price per person
- How much money your organization plans to provide from their fundraising account.

1 hour working Sessions will be held in the Student Organization Suite on the Following Dates:

- **Tuesday March 15th**: 12pm, 5pm, 6pm
- **Wednesday March 16th**: 12pm, 1pm
- **Thursday March 17th**: 12pm, 1pm, 5pm, 6pm
- **Friday March 18th**: 12pm, 1pm
- **Monday March 28th**: 12pm, 1pm, 5pm, 6pm
- **Tuesday March 29th**: 12pm, 1pm, 5pm, 6pm