Funding Request Packet Instructions

All FRP’s must be completed online in survey form. Upon completion, FRPs will be submitted for review. Please use the following instructions when completing your request:

STARTING:
- Before you begin the survey, gather all information on the events you are planning, money you are requesting from BAM, and funds that your club will be contributing.

COVER PAGE: FIRST SCREEN OF FRP
- Please type the official name of your club.
- Please have one representative include their name for reference.
- Please select the total number of events your club/organization is intending to hold for the semester

FUNDRAISERS (The listing for fundraising is specifically for event review, BAM does not allocate money for fundraisers):
- Name of fundraiser
- The second section is for you to breakdown the budget for your event. Please include all expenses.
- For amounts requested please enter in $0 dollars requested from BAM since BAM will be allocating $300 to each club that completes their FRP specifically for fundraisers.

EVENT EXPENSE REQUEST
- Name of Program
- A brief description of program
- Select what type of program this falls under
- Enter in a breakdown of the budget for your event including all expenses.
- Include the amount of funds your club/organization will allocate to this Program

AFTER THE PROGRAM INFORMATION
- Use the first question on this screen to detail all of your expenses, your income, and your trip costs to come up with a total cost for your programming for the semester.
- Enter the total amount of funds contributed by club.

SUBMITTING:
- Once completed, your FRP will be sent to the Budget and Management Committee for review, you will be notified once your survey is reviewed and a breakdown of all allocations will be sent to your club e-mail.

Please save all documents for club/organization records.