



SOCIAL ACADEMIC FUNCTION FORM

Today's Date: ___ / ___ / ___ Date of Event: ___ / ___ / ___

Club Sponsoring the Event: _____

AAC Representative: _____

Name of Event: _____

Event Contact Person: _____

(Must be a student)

Phone: _____

E-mail: _____

Who should the check be made out to? _____

Is the check being made out to a student, professor, SA non-funded account, or other? _____

If student please include: Geneseo address _____

AND Permanent address _____

Expected Attendance: _____ Total Cost of Event: \$ _____

Amount Requesting: \$ _____

Is there an admission charge? _____ If so, how much would it be before AAC funding? \$ _____
After? \$ _____

MAKE SURE YOU INCLUDE:

- a) **Typed and detailed rationale, see instructions below**
- b) **Breakdown of Costs**
- c) **Copy of flyer or other advertisement**

How is the remainder of your event being funded?

List any other allocations the AAC has made to your organization this year:

How have you made this event open to all majors?

Who will be present at the AAC meeting to present this reading?

Name: _____

Phone: _____

E-mail: _____

For the use of AAC only
Received:

Reading Number:

Approved to the Agenda:

For the use of AAC only

Did you remember?

- Rationale
- Copy of flyer
- Breakdown of costs

I verify that this request for money has been brought before the Academic Affairs Committee by the club indicated on this form, and that this organization is asking for the funds listed on this form.

_____ *(Signature of the Academic organization president)*

*The person requesting money or a designated person named on this form must be present to speak at the AAC meeting. If this condition is not met, the AAC Representatives will either table or fail the reading. The reading cannot be passed.

PART A: BREAKDOWN OF ANTICIPATED TOTAL COSTS

Please list all expenses anticipated for the event including travel, food, supplies, advertising fees, speaker fees etc. If there is not enough space, please include an attached sheet detailing a price breakdown.

PART A. TOTAL COSTS (as totaled from above) \$ _____

PART B: PERCENTAGE LIMIT ON FUNDING

AAC may allocate no more than a certain percentage of the total function costs. This percentage is determined by the total cost of the function as determined in Part A and by using the chart below.

| | |
|-------------------|-----|
| \$0-\$199.99 | 80% |
| \$200.00-\$499.99 | 70% |
| Above \$500.00 | 60% |

_____ X _____ % = _____
TOTAL COSTS (from Part A) % above **TOTAL PART B LIMITED EXPENSES** (maximum amount)

| *AAC may not allocate more than \$400.00 for a single academic department's social academic function.

AAC may allocate no more than a certain percentage of the total function costs. Please use the chart in part B to determine your cap on funding.

Final request amount: \$ _____

Rational Required (Description Cont. on Page 3)

Please attach a brief typed rationale describing how the activity for which you are requesting funding will "enhance the educational environment of the College," and why AAC should fund the activity.

Writing a rationale gives your organization the opportunity to make the best possible case for its funding request; therefore, it is a good idea to include as much information as possible in the rationale.

Please provide

- A description
- Other sources of funding for the activity
- The amount of money your organization currently has, and where it is deposited
- And any other allocations AAC has made to your organization this year.

A copy of your organizations advertisement and publicity for the event (that includes the SA and AAC logos) must be included when submitting any forms. All events funded in full or in part by AAC must be open to all students.

Contact your AAC representative or Chairperson of AAC, (saac@geneseo.edu) if you have additional questions, or concerns.