

# Organization Allocation Application

Fall 2008

Organization Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Date \_\_\_\_\_

Email \_\_\_\_\_ Ext. \_\_\_\_\_ Cell Phone \_\_\_\_\_

Total Amount Requested \_\_\_\_\_

Your typed application should include the following:

1) Present the following in a brief paragraph:

- a. What is your current budget?
- b. What is the source of your funding at present?
- c. Have you received funding from Campus Union before? If yes, when, for what event, and how much?
- d. How will receiving funding from Campus Union change the effectiveness of your organization?

2) For each event/trip/etc requiring funding please separately describe...

- a. The title and purpose of each event for which you seek funding (you may request funds for more than one event in the fall)
- b. The tentative date of each event
- c. A tentative itemized budget for how your event showing your costs for the event broken down into categories (i.e.: food, gas, hotel, decorations, equipment)
- d. The expected attendance and method of advertisement (if applicable)
- e. How requested funding will be utilized in the execution of each event
- f. How the event will benefit the Wofford campus as a whole
- g. If the event will the event be open to all students

3) Please include a letter from your faculty advisor that will show Financial Affairs he or she is aware of your requested allocation and planned events.

\*\*\* Please staple the answers to these questions on the back of this sheet and turn this application into Mrs. Clardy in Student Affairs Lobby by **Monday, April 28<sup>th</sup> at 5 PM.** Please be neat, clear, and concise. You will be contacted via email on April 28<sup>th</sup> about signing up for an interview time. For questions or comments contact Jeffrey Griffin by email or at (843) 478-2452. Chartered organizations may be contacted to clarify any questions the Financial Affairs Committee may have about their use of the Campus Union funds.

# EXAMPLE APPLICATION

## Organization Allocation Application:

Wofford Outdoors Club  
Spring 2008

The current budget of the Wofford Outdoors club is around \$800. We were awarded most of this money last semester by Campus Union, the rest we raised through our own efforts. The goal of the Wofford Outdoors club is to promote interest in outdoor activities while providing students the equipment necessary for these various activities. This semester we were able to buy 2 tents, a backpack, a water purifier, and several small accessory items. A total list of our equipment has been attached. Receiving more money from Campus Union will allow the club to continue building its supply stock. This is a slow process, but doing so will only strengthen the development of the club in the future. Hopefully, we will, at some point, have enough equipment that we will need funding only for events. Our ultimate goal is for any student or faculty who wants to go camping (or on some other outdoors trip) can borrow equipment from the club and go.

This semester we have held several successful trips with more planned. We were able to partially fund several camping trips for club members this fall. This weekend, a small group of Wofford students (non-club members) are borrowing our equipment for a camping trip. We are getting closer to reaching our goal, but don't yet have all the necessary equipment.

As for next semester, we have no official dates set. Because weather is such an important factor in planning outdoor events, we are unable to plan events outside of a few weeks. This is not to say that we do not have events in mind. For example, we intend to go snow skiing over interim or the beginning of February (the remaining money we have will go towards this trip). Also, backpacking and camping have become increasingly popular among Wofford students. A variety of locations have been suggested for trips. Weather permitting, we will take at least two camping trips, if not more. Rock climbing is another event we did last spring that generated interest. Also, the Wofford Outdoors club intends to become involved the environmental center Wofford has recently acquired.

Because we cannot plan events too far in advance, it is hard to predict attendance. Attendance at events varies, but events are advertised on the Wofford Daily Announcements as well as Facebook and are open to anyone. These outdoor events offer exercise and fun not available to students on campus. Funding will be used to pay for site or trail fees, food, equipment rental, gas, and other event-specific costs.

For the Spring 2008, we are requesting \$1000 to split equally for more equipment and events. An itemized breakdown follows:

Equipment budget breakdown:

Item	Price	Quant.	Total
Sl. Bag	\$75	4	\$300
Sl. Pads	\$15	4	\$60
Tarps	\$20	2	\$40
Accessories	\$100 n/a		\$100
<b>Total</b>			<b>\$500</b>

Accessories include items such as extra fuel for the stoves, seam sealer for the tents, stuff sacks, hatchets, etc.

Event Budget:

Campsite fees	\$100
Food	\$250
Equipment Rental	\$150
<b>Total</b>	<b>\$500</b>

Equipment rental includes bike and climbing equipment rental.