Organization: ________________________________

Section 1: Information About the Organization

2013-2014 Officers:
Name   Title   Phone Number   E-mail Address

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Brief Mission Statement:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Is this a new organization (one that has not been formally recognized by the SBA and active for
less than two consecutive semesters?) ___________

What is the estimated number of active members expected to participate in this organization for
the upcoming academic year? ____________
How many total active members participated in the organization last year? __________

Has this organization received funding from the SBA in the past? __________

Will your organization collect membership fees for the upcoming year? (This does not include money sent to the National Organization) ______ If so, how much per member? __________

Will your organization receive money from any source outside of the SBA for the upcoming year? __________ If so, from where and how much? ____________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________
Section 2: Information About the Event

PLEASE NOTE: PAGES 3-4 MUST BE FILLED OUT FOR EACH EVENT YOUR ORGANIZATION HOSTS, OR PLANS TO HOST; PLEASE PRINT AND SUBMIT THESE TWO PAGES FOR EVERY EVENT YOU ARE PLANNING AND REQUESTING FUNDS FOR.

General Information

Event Name: ________________________________

Event Date: ________________________________

Event Location: ______________________________

Event Importance: _______ of _________ (e.g. 1 of 10)

Event Description

________________________________________________________________________________________________________

________________________________________________________________________________________________________

________________________________________________________________________________________________________

________________________________________________________________________________________________________

Information of Past Events

Has this organization done this event in the past? _______ If so, when? ________________________

How much did it cost? ________________________

How much did SBA contribute? ________________

Information of This Year’s Event

Estimated Number of Participants ______________

Is the event co-sponsored by any other organization? ________________

How much do you estimate the entire event will cost? ________________

How much are you requesting from the SBA? ________________
Are you selling tickets/collecting money from participants for this event? ______________

How much will you collect per participant? ________________

What is the total amount you expect to collect for the event from participants? ________________

What will you do with the money you collect from participants for this event? ________________

Please provide an list of itemized expenses for the event, in which you are asking the SBA to contribute (e.g., food, drinks, decorations, etc.)

__________________________________________________________________________________  $__________

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TOTAL: $____________________
**Section 3: Information About the Overall Budget**

Total number of events planned for the Fall semester? __________

Total number of events planned for the Spring semester? ______

Total amount of income expected (for the entire year) from membership dues, ticket sales, or another other sources other than the SBA? __________

List events and amount request from the SBA for the events:

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<tr>
<th>Event</th>
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