

# 2014-2015 Special Initiative Budget Request Form

*Please print legibly*

**Student Organization:** \_\_\_\_\_

**Organization Code:** \_\_\_\_\_

**Coordinator(s):** \_\_\_\_\_

**Coordinator E-mail address\*:** \_\_\_\_\_

**Coordinator Phone\*:** \_\_\_\_\_

*\*Only use contact information that you check regularly. The board will schedule meeting times and send additional information pertaining to your budget with the provided contact information.*

Submit this completed form to the S&A Board Office located inside Student Activities. The Board will contact you to schedule a hearing. The S&A Board meets on Monday & Wednesday afternoon throughout the school year between 3:10-5:00pm in the Student Activities Conference Room. S&A Board Hearings are open to the public and all are encouraged to attend.

**Please circle a hearing Date Preference or leave blank:    MONDAY    WEDNESDAY**

***Please note that the following supplementary documentation generally needs to be provided***

*(Be concise, more documentation is not necessarily better.)*

- ☐ Complete budget summary on the reverse side of this form.
- ☐ Include RSO mission statement, meeting times, and information about group membership, including the number of regular meeting attendees.
- ☐ Recent event history, including Event Evaluations.
- ☐ For RSO requesting additional equipment, repairs, or replacement of equipment/parts please provide a detailed inventory list.
- ☐ Current budget history: How much is in your budget, what is its intended use or for what was it allocated? Is your group currently allocated a Learning Allotment?

**Include an itemized spending plan for the attached budget including:**

- ☐ Comparative pricing information, quotes/estimates, summaries with citations (e.g. web addresses, emails, etc.)
- ☐ Biographies for speakers/performers
- ☐ Evidence of correspondence with speaker/performer (emails are ideal)
- ☐ Description of event(s) that include plan and task delegation
- ☐ Travel requests must include confirmation of faculty/staff attendance or recommendation, a plan to involve Evergreen community in the knowledge gleaned from the trip and a Tentative Travel Worksheet (TTW)
- ☐ RSOs are encouraged to seek outside funding and show evidence of (e.g fundraising, diversity fund, co-sponsorship, Greener Organization (RAD), support from academic programs, etc.), especially for travel requests.

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If you have any questions or concerns, please contact the S&A Board in the Student Activities Office or email [saboard@evergreen.edu](mailto:saboard@evergreen.edu) or call (360) 867-6221.

## **COORDINATOR LEARNING ALLOTMENT**

Please refer to “Information for Coordinators Seeking a Learning Allotment” for guidelines.

Is the group requesting a coordinator learning allotment? ☐ YES ☐ NO

If yes, please circle the requested level? **I.** \$1,605.00/full year **II.** \$2,529.00/full year **III.** \$3,186.00/full year

### **GOODS AND SERVICES**

Item		Item	
1. Misc. Supplies		7. Off Campus Printing	
2. Books & Pamphlets		8. Speaker / Performer Fees	
3. Subscriptions		9. Postage*	
4. Media Services		10. Copy Center/Machine*	
5. Equipment Rental		11. Other	
6. Films and Film Rights		12. Other	
Copy Center and Student Activities Copy Machine rates are 7¢ per copy Standard Allocation for Postage is \$10.00 and Copy Center/Machine is \$80.00. *Please justify in your spending plan if you request more than the standard allocations			
		<b>Total</b>	

### **TRAVEL**

Item	Total
Conference Registration	
Air Fare	
Van Rental	
Lodging	
Total Travel Request	\$

**Total Budget Request**

### **ADVISOR COMMENTS**

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Student Activities Advisor Signature:

\_\_\_\_\_  
(signature indicates that I have met with this group regarding this proposal)



## Getting Started!

# ***SPECIAL INITIATIVES: Your Guide to Funding Bliss***

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Special Initiative funding, or SI as it is referred to in Student Activities, is a fund which is allocated by the Services and Activities Fee Allocation Board (S&A Board) to meet the annual emergent needs of Registered Student Organizations (RSOs) and Tier I organizations. These funds are available to fund a variety of events; dances, concerts, speakers and conferences.



## ***ORGANIZING YOUR PROPOSAL***

There are a number of things the board looks for in an SI proposal, and they are outlined on the forms themselves. The following is a sample basic template of how to organize your proposal, so that the board can easily understand it. This may not work exactly with every specific proposal, but it's a good framework to start with. The more easily the board can understand your proposal, the more easily they can fund it – plus, a well-organized proposal speaks to the group's ability to organize an event.

**SECTION 1: The budget form.** These are available at the CAB 313 front desk. The “SI Operational Budget” form is for groups seeking funding. It can be for existing groups requesting a change to their stipend level and further funding for winter and spring quarter, as well as for new groups seeking initial, operational funding.

**SECTION 2: Explain your event** Give a description of the event(s) and the correlation with your group and mission statement as well as possible task delegation within you group. This is a good place to describe your constituency base, the history of your group or specific events, room availability information, and fundraising efforts/plans.

**SECTION 3: Itemized spending plan.** List every expense and its cost. Try to fit it on one page if you can.

**SECTION 4: Justify your expenses.** This should correspond directly to your itemized spending plan. For example, if the first item in your spending plan is \$50 for hula hoops, then your first justification should explain why you need \$50 worth of hula hoops (Are the hula hoops integral to the event? Are they the cheapest hula hoops you could find? If not, why do you need these particular hula hoops?) Include comparison pricing information in this section, but you needn't print out multiple web pages. You can paraphrase what you found and where.

**SECTION 5: Other supporting documentation.** Refer to the budget form for a list of these, and ask your group's advisor, Tom Mercado, the senior coordinators, or a board member if you have questions.

## ***SOME THINGS YOU NEED TO KNOW:***

- The initiative request must be submitted and presented by a recognized coordinator of a Registered Student Organization or a Tier I organization.
- No individual may receive college credit for the proposed activity.
- All budget proposals must be submitted to the appropriate Student Activities Advisor at least four weeks in advance of the proposed activity.
- The proposed activity must adhere to The Evergreen State College Social Contract and support diverse student interest. The activity must take place on campus.
- Appropriate support documentation (speaker resume/vitae, relevant articles or review, written cost estimates, co-sponsorship agreements) should be included with the budget proposal.
- Funding can only apply towards costs and expenses.
- No member of the group can benefit financially from funds allocated to the group.
- Funding by the S&A Board is contingent on both demand and funds available. This may mean that the level of funds allocated towards the proposed activity may be less than requested.
- All travel requests must be for travel within the United States, we are unable to offer international travel. When considering a travel purpose and destination consider that more students can typically participate in local travel by college vans than in opportunities that are outside the Northwest. For additional travel guidelines please see the Student Activities Handbook, online at: <http://www.evergreen.edu/activities/>

#### ***A FEW TIPS:***

- **Start early.** The board schedules hearings on a first-come, first-served basis.
- **Be as concise and clear as possible.** Provide all of the necessary documentation in as small a package as you can.
- **Double check your numbers.** Have someone else double check your numbers, too.
- **Ask for help.** Your advisors, Tom Mercado, the senior coordinators, and members of the board are all happy to help you with this step.
- **Arrange to have constituents at your meeting.** This shows the board that your group has student support, which helps make your case for funding.
- **Try to secure outside funding,** either by talking to relevant academic programs, having bake sales, or doing other fundraising. The board likes to see groups rely on themselves as well as the SI fund.

The members of the S&A Board are committed to supporting the diverse activities of student organizations. The students and staff that serve on the board are here to assist those groups in their respective efforts. Your advisor and the S&A Board liaison are good assets for your group during the development of the Special Initiative request.

Priority consideration will be given to student groups that at the time of the request are receiving no S&A funds and those student groups that have successfully sought alternative funding. The board's deliberations are guided but not determined by precedence.

The members of the S&A Board reserve the right to deny funding to any organization that does not meet the above guidelines. Have questions? Please contact the S&A Office.