



2009-2010 Funding Application

All applications must be typed or printed legibly in ink or application will be returned. For questions or additional information regarding the Campus Activity Funding Board program or application, please call 512.223.4715.

Applicant Information

Applicant Name _____
 Applicant Phone _____
 Applicant Email _____

Type of Application

Recognized Student Life Club _____
 Individual ACC Student, ID# _____
 Co-sponsored (Must be Faculty/Staff of ACC)

Event Date: _____ Funding Request: \$ _____

Timeline

ASAP Contact SL coordinator for appointment to review application process
 8 weeks prior Meet with SL coordinator to review application process Date/[Initial]: ___/___/___ []
 6 weeks prior Submit completed application to Student Life Date/[Initial]: ___/___/___ []

Yes	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Application completed, including signatures, attached
<input type="checkbox"/>	<input type="checkbox"/>	Facilities and Operations Form completed, attached
<input type="checkbox"/>	<input type="checkbox"/>	Media Request Form completed, attached
<input type="checkbox"/>	<input type="checkbox"/>	Travel Packet completed, attached

Funding requests (Please attach vendor quotes and check which is applicable)

- T-Shirts
- Promotional Items
- Conference/Travel
- Banners
- Catering
- Other: _____

CAB Dates and Deadlines *Presentation appointments assigned by CAB*

Events after Nov. 6..... Submit by Sept. 21, 12 p.m..... Present on Sept. 25
 Events after Nov. 27..... Submit by Oct. 12, 12 p.m. Present on Oct. 16
 Events after Dec. 11..... Submit by Oct. 26, 12 p.m. Present on Oct. 30
 Events after Dec. 18..... Submit by Nov. 2, 12 p.m..... Present on Nov. 6
 Events after Jan. 1 Submit by Nov. 16, 12 p.m..... Present on Nov. 20
 Events after Mar.19..... Submit by Feb. 1, 12 p.m..... Present on Feb. 5
 Events after April 2 Submit by Feb. 15, 12 p.m..... Present on Feb. 19
 Events after April 16..... Submit by Mar. 1, 12 p.m..... Present on Mar. 4
 Events after May 7 Submit by Mar. 22, 12 p.m..... Present on Mar. 26
 Events after May 14 Submit by Mar. 29, 12 p.m..... Present on April 2

Student Life Use Only

CAB Presentation Date, Time: ___/___/___ : **AM/PM** **Date [Initial]:** ___/___ []
Funding: **Approved, Amount:** \$ _____ **Declined, Reason:** _____

Week of CAB meeting, no later than:

Tues.	<input type="checkbox"/>	Completed application submitted to CAB advisor	Date/[Initial]: ___/___/___ []
	<input type="checkbox"/>	Application submitted to CAB executive assistant for review	Date/[Initial]: ___/___/___ []
Wed.	<input type="checkbox"/>	Applicants informed of application status, CAB presentation	Date/[Initial]: ___/___/___ []



Program/Event Information

Name of Program _____

Date and Time _____ Location _____

Attendance Goal (how many students do you expect) _____

Target Audience (i.e. faculty, specific student demographic) _____

*Attach completed ACC Request for Facility and Operations Form

*If event requires media equipment, please complete and submit campus Media Request Form

What is the area(s) of focus? Check all that apply.

- Special event (social, educational, community service, recognition etc.)
Cultural (events celebrating specific communities)
Leadership (lecture series, conferences, speakers, etc.)
Professional development (conference, workshops, mentoring etc.)
Marketing (T-shirts, banners, etc.)

Please attach a proposal letter, addressing the following:

- Describe program/event and its goals.
Describe club/group mission, and how it relates to the event.
Describe benefit(s) applicant, participants, and the ACC community will gain as a result of the event.
Describe collaboration efforts with the ACC student body, faculty, staff, and/or ACC departmental offices.
Describe what the funding will be used for and why it is necessary.

NOTE: All applicants must present in person at the assigned CAB meeting to be considered for funding.

After every program, an event summary and participation evaluations must be completed and turned into CAB.

Club Advisor Review (individuals need Student Life Review)

By signing below, I certify that I have reviewed and support the following CAB funding request.

Name _____

Signature _____

Phone _____ Email _____

Club President/Chair Review

By signing below, I certify that I have reviewed and support the following CAB funding request.

Name _____

Signature _____

Phone _____ Email _____

This letter must be signed by Ellen Aoki or Giancarlo Taylor of the International Programs Office before you submit the CAB application.

Dear CAB Members,

Thank you for considering _____ as a viable candidate
(applicant's name)

for funding from the Campus Activity Board.

I am writing to confirm that _____ has been accepted
(applicant's name)
into the 2010 _____ study abroad program.

Please the International Programs Office at (512) 223-7114 if you have any questions.

Sincerely,

(International Programs Staff Signature)



Conference Information

Name of Conference _____

Date and Time _____ Location _____

Target Conference Audience _____

*Attach all conference information, example: agenda and information

*Complete travel packet

What is the area(s) of focus? Check all that apply.

- Special event (social, educational, community service, recognition etc.)
Cultural (events celebrating specific communities)
Leadership (lecture series, conferences, speakers, etc.)
Professional development (conference, workshops, mentoring etc.)
Promotional Items (t-shirts, give-a-ways, etc.)
Travel: Please review and complete and attach travel form

Please attach a proposal letter, addressing the following:

- Describe focus of conference.
Describe club/group mission and how it relates to the conference.
Describe benefit(s) applicant, participants, and the ACC community will gain as a result of the conference.
Describe collaboration efforts with the ACC student body, faculty, staff, and/or ACC departmental offices.
Describe what the funding will be used for and why it is necessary.

NOTE: After every conference, an event summary and participation evaluations must be completed and turned into CAB

Student Life Review

By signing below, I certify that I have reviewed and support the following CAB funding request.

Name _____

Signature _____

Phone _____ Email _____

Applicant:

Attach your program's information packet here.

Program information packets are available at www.austincc.edu/intstudy or from the International Programs Office.



Vendor Information for Requesting Quotes

T-Shirts (SRI)

Website: www.srimonogramming.com
Contact: Nicki Johnston
Phone: 512.388.4989
Email: nicki@srimonogramming.com
Address: 2303 Co. Rd 172, Round Rock, TX 78681
Fax: 512.388.2986

Promotional Items (Halo Branded Solutions)

Website: <http://barbarabasham.halocatalog.com>
Contact: Barbara Basham
Phone: 512.335.9100
Email: barbara.basham@halo.com
Fax: 512.233.5990

Fliers and Posters (Kinkos)

Website: www.fedexkinkos.com
Contact: nearest location for more information

Banners (Banner Sign Graphics)

Website: www.bannersigngraphics.com
Contact: Debbie Pabst
Phone: 512.458.5348
Address: 630 Canion St. Austin, TX 78752
Email: debbie@bannersigngraphics.com
Fax: 512.458.6760

Catering (ACC vendors only)

www.austincc.edu/purchase/catering.php (only from ACC network)



Projected Budget Summary

Expenses *

List all expenses

	Amount	
Food _____	\$	_____
Printing _____	\$	_____
Decorations _____	\$	_____
Facility rental _____	\$	_____
Special equipment** _____	\$	_____
Lodging _____	\$	_____
Speaker fee _____	\$	_____
Prizes _____	\$	_____
Transportation _____	\$	_____
Registration fees _____	\$	_____
Other expenses _____	\$	_____
Total Expenses _____	\$	_____

Revenue

List all sources of income for this event/project (e.g. Admission Fee, dues, donations, etc.):

	Amount	
Source _____	\$	_____
_____	\$	_____
_____	\$	_____
Total Revenue _____	\$	_____

Fund-raisers

List all fund-raiser events and amount raised:

	Amount	
Fund-raiser _____	\$	_____
_____	\$	_____
_____	\$	_____
Total Fund-raisers _____	\$	_____

BALANCE (Expenses – Revenue/Fund-raiser)	\$	_____
Amount requesting from CAB	\$	_____

*Attach Itemized Budget

**Attach completed media request if needed

NOTE: After every event an actual financial report should be turned into CAB

Projected Budget Summary

Expenses

<i>Expenses</i>	<i>Notes</i>	<i>Amount</i>
Study abroad program fee	This fee includes:	\$
Airfare:		\$
Meals:		\$
Class field trips:		\$
Local transportation:		\$
Class materials		\$
Tuition		\$
Books		\$
Other		\$
Total Expenses		\$

Projected Budget Summary p. 2

Revenue

List all sources of income for this program

Source 1 _____ \$

Source 2 _____ \$

Source 3 _____ \$

Comments:

Total revenue _____ \$

Balance (Expenses minus revenue) \$ _____

Amount requesting from CAB \$ _____

What to Include in your Proposal Letter

- Club name
- Club mission
- Event purpose
- Event description
- Event date, time, location
- Funding amount
- Funding description

Sample Proposal Letter

September 17, 2007

CAB Board Members,

Students Against Boredom (SAB) is a student club that is dedicated to programming campus-wide events where everyone can have a great time on campus. Since 1991, we've been putting on successful programs such as "80's Night at the Rec", "Nintendo-Mania", and "The Taste of Austin Community College". People interested in joining our organization are welcome to come to our weekly meetings held at Rio Grande Campus at 8:00 Tuesday nights.

Supporting our mission and in celebration of Halloween, SAB is planning on hosting a Monster Mash! Monster Mash is a costume party and will be held in HBC on October 29th. The Mash will run from 7:00 p.m. - 10:00 p.m. There will be cookies and punch all night, and D.J. Super-Sweet will be jamming the tunes. Prizes will be given away at the end of the night, including those for best-dressed couple, most unusual costume, and largest participation.

SAB has been planning this event for several months but is looking for additional funding to help with the costs. We are requesting \$328 from CAB to pay for the marketing, food and the talent fee of D.J. Super-Sweet. Please see budget below for complete details. We have been working closely with the Drama Club to get costumes for our members, and fund-raise at their productions.

SAB believes every student should enjoy their college experience; this is why our club is necessary. As a result of our event students will get a break from midterms and just have fun at our celebration. Thank you for your time and consideration.

Sincerely,

Mary Doe
President of S.A.B.
Phone: (512) 555-1234
Fax: (512) 555-4321
Email: sabiscool@yahoo.com

February 6, 2008

Dear Campus Activity Board Members,

My name is Sophia Morey, and I am a first-year student at Franklin Community College. This semester I officially became a Foreign Languages major, and upon my graduation in 2009, I hope to work as an interpreter for a non-government organization in Central or South America.

Comment [ACC1]: Introduces herself

A couple of months ago, I became aware that Franklin Community College offers its students the opportunity to study abroad through programs organized by its International Education Office. This year, the International Education Office is offering 12 semester-long programs in 8 countries around the world. Students will earn FCC credit for these study abroad courses. I am so excited about the program I have decided to participate in: Latin American Studies in Santa Lucia, Argentina.

Comment [ACC2]: About the study abroad programs; about the program she selected

The LAS program in Argentina takes place during the Fall semester of 2008 and will enable me to earn 15 credits. While abroad, I will be in class four times a week and go on faculty-led field trips every Friday and Saturday. The International Education Office will also be coordinating homestays, excursions, and volunteer opportunities for the participants. It is going to be great!

Comment [ACC3]: Specifics about the program she chose

I chose the LAS program because it will enable me to improve my Spanish skills in a short amount of time and also to experience a Latin American culture first-hand, something which would be impossible in a typical classroom setting. I am thrilled at the idea of improving my reading, writing, and speaking skills in non-traditional ways: interacting with the locals in Santa Lucia, traveling to Iguazu Falls as one of the program excursions, and teaching basic English to seven-year old native Spanish-speakers. There is so much to learn and experience, and I cannot wait.

Comment [ACC4]: Some examples of how she will benefit

While I am in Argentina, I will essentially be a representative of Franklin Community College, and will strive to show the intelligence, creativity, and tolerance that FCC students possess. When I return to FCC, I will add to the diversity of the student body through the knowledge and experience that I acquired while in Argentina.

Comment [ACC5]: She explains how FCC will benefit from her going abroad

I have been working part-time as a waitress at Beebob's BBQ, and have saved enough money to pay for most of the \$1,500 program fee. I would like to request financial assistance in the amount of \$1,000 to pay for the remainder of the fee and for the \$700 roundtrip airfare to Argentina.

Comment [ACC6]: She explains what she's done to save money, and what she needs, and what it is for.

In an increasingly globalized world, it is crucial to have international experience and exposure. It has always been my dream to study abroad, and I hope it will soon be a reality. Thank you so much for your time and consideration. Please contact me if you have questions. I hope to meet with you all soon.

Comment [ACC7]: Closes with one of many examples of the importance of studying abroad

Sincerely,
Sophia Morey

Comment [ACC8]: She remembers her Ps and Qs!!