

# SBA



THE STUDENT BAR ASSOCIATION

## **STUDENT BAR ASSOCIATION FUNDING REQUEST FORM**

Please fill out this form and email as an attachment to Kelsey Fischer ([kgfische@asu.edu](mailto:kgfische@asu.edu))  
In the subject line please write Funding Request for (Student Org Name).

**FORM DUE BY NOON ON THE FRIDAY PRECEDING THE FUNDING MEETING.  
EACH EVENT REQUIRES A SEPARATE FUNDING REQUEST FORM.**

<b>Organization(s) Name(s):</b>	<b>Today's Date:</b>

*Contact Information:*

<b>Person Requesting:</b>	
<b>Title:</b>	
<b>Contact e-mail:</b>	
<b>President:</b>	
<b>Contact e-mail:</b>	

*Event Details:*

<b>Event Title:</b>	
<b>Date &amp; Time:</b>	
<b>Off Campus?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <b>*Note:</b> Student organizations hosting events off-campus are usually <b>not covered under ASU Insurance</b> . The SBA advises that the person(s) or board in charge of any off-campus student organization events perform a sufficient risk assessment of the event to determine if there is a need for event insurance coverage. For additional information or questions, contact ASU Insurance Services by telephone (480) 965-7700 or e-mail <a href="mailto:insuranceservices@asu.edu">insuranceservices@asu.edu</a>
<b>Past Attendance:</b>	
<b>Expected Attendance (Please do not give a range. New events should explain projection, including what types of attendees):</b>	
<b>Description of event:</b>	

Is anyone from outside the College of Law attending or participating in the event? \_\_\_\_ Yes \_\_\_\_ No

If yes, who? \_\_\_\_\_

*Funding Details:*

<b>Will any of the costs be recovered (i.e. charging admission, deposits, etc.)? If so, how much?</b>
<b>List sources and amount of alternate funding, if applicable.</b>
<b>Describe how the event will be open to all law students, irrespective of membership in your organization.</b>

*Itemization of funding request:*

**If requesting food, you must have bids from at least TWO separate vendors. Please include both bids in the table below; highlight or bold your preferred request.**

<b>Item (BE SPECIFIC)</b>	<b>Vendor, Quantity, Item price</b>	<b>Total Item Cost</b>
EXAMPLE: Pizza for 20	<b>Dominos, 3 large pizzas, 8.99 each + tax</b>	<b>\$ 29.48</b>
	Pizza Hut, 3 large pizzas, 13.79 each	\$ 41.37
<b>*TOTAL AMOUNT REQUESTED (may not exceed \$900):</b>		

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<b>For SBA Use Only:</b>	
Amount Allocated by Funding Committee:	\$
Notes	