SANDRA DAY O'CONNOR COLLEGE *of* LAW
STUDENT BAR ASSOCIATION

STUDENT BAR ASSOCIATION FUNDING REQUEST FORM
<mark>FORM DUE BY NOON ON THE FRIDAY PRECEDING THE FUNDING MEETING.</mark>
<mark>EACH EVENT REQUIRES A SEPARATE FUNDING REQUEST FORM.</mark>
Please fill out this form and email as an attachment to Kelsey Fischer (kgfische@asu.edu)
In the subject line please write Funding Request for (Student Org Name).

Organization(s) Name(s):	Today's Date:

Contact Information:

Person Requesting:	
Title:	
Contact e-mail:	
President:	
Contact e-mail:	

Event Details:

Event Title:	
Date & Time:	
Off Campus?	_____ Yes _____ No *__Note:__ Student organizations hosting events off-campus are usually **not covered under ASU Insurance**. 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 insuranceservices@asu.edu
Past Attendance (if available):	
Projected Attendance	(New events should explain/justify projected attendance):
Description of event, including why it benefits the general student body:	

Will anyone outside of the College of Law be attending? Provide name and title/description.

Funding Details:

Will any of the costs be recovered (i.e. charging admission, deposits, etc.)? If so, how much?

List sources and amount of alternate funding, if applicable.

Will the event will be open to all law students, irrespective of membership in your organization?

Itemized 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.
Please indicate if you will be paying using the school's purchasing card or by reimbursement.

Item (BE SPECIFIC)	Vendor, Quantity, Item price	Total Item Cost
EXAMPLE: Pizza for 20	**Dominos, 3 large pizzas, 8.99 each + tax**	**$ 29.48**
EXAMPLE: Pizza for 20	Pizza Hut, 3 large pizzas, 13.79 each	$ 41.37
TOTAL AMOUNT REQUESTED:		
Divide by projected attendance to determine amount per person:		
P-Card?		
Reimbursement (Max $100)		

For SBA Use Only:	
Amount Allocated by Funding Committee:	$
Notes	