

# Funding Board

Division of Student Affairs- La Salle University 1900 W. Olney Ave. Philadelphia, PA 19141-1199

## Organizational Check List for Contingency Funding Board Proposals: Student Event Programming & Supplies

2 Copies of the FB Proposal Required/A Copy of the Check List Required on Both FB Proposal Copies

Organization	
Title of Program	
Contact Person	
Email	
Advisor Signature	

### PURCHASES/SIGNED AGREEMENTS IN RELATIONSHIP TO FUNDING BOARD ALLOTMENTS

Financial agreements such as purchases and agreements for payment (contracts, waivers, Agreement for Professional Services, Standard Riders, Purchase Orders, etc) are restricted until Funding Board has reviewed and approved funding for a program.

### STUDENT ORGANIZATION FUNDS AND CONTRIBUTION

Student Organization Budget Balance to Date	
Agency Account Budget Balance to Date	
Bank/Credit Union Account for Student Organization Balance to Date	
Specific Amount(s) Being Utilized for This Program	Student Organization Budget: <input type="text"/> Agency Account: <input type="text"/> Bank/Credit Union Account: <input type="text"/>

Circle "Yes", "No", or "N/A" (MUST BE COMPLETE OR THE FUNDING BOARD PROPOSAL WILL BE REJECTED)

<input type="radio"/> Yes <input type="radio"/> No		Has a current roster of student organization members been submitted to Community Development?
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		Did you include a detailed description of the event? Is your mission/purpose clear?
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		Did you reserve space for this event?
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		Is the date, time, & location of event listed?
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		Did you include the names of any performers/speakers/DJ's/films?
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		Did you include a copy of your program advertising?
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		Did you include an itemized list of expenses with their intended use?
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		Did you indicate the total amount you are requesting?
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		Did you list the funds being requested or allocated from other sources, with amounts?
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		Did you include the name, address, e-mail, phone number of an organizational representative?
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		Is your group registered or a group of students with a common purpose?
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		Is this event open to the entire campus? If not, is it closed to a class year?
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		Is this event a social or formal? If so, it cannot be funded through the Funding Board.
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		Are you requesting funds for a charity event? If so, we can only fund supplies.
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		Will admission be charged? If so, all profit must be returned to the Funding Board.
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		Does your advertising contain the statement quoted in the Funding Board Guidelines?