

Hofstra Student Club & Organization Initiative Fund

Dean of Students Office

Overview: This form may be used by any student club or organization to request financial support from the Dean of Students Office to fund new or enhanced programmatic initiatives to the benefit of the Hofstra community. Please complete everything requested on both pages of this form before submitting for consideration.

Date _____

Student group _____

Name of primary student contact _____

E-mail address _____ Phone number _____

Club budget number _____

=====

Name of club advisor _____

E-mail address _____ Phone number _____

Club advisor signature _____

=====

Name of program _____

Date/time of program _____

Location of program _____

Amount of money requesting _____

=====

Please list any other sources from which you have or intend to request funding:

<u>Office/Organization</u>	<u>Contact Person</u>	<u>Amount Received</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please see reverse side for additional information.

For administrative use only		
Date received _____	Initials _____	Date reviewed _____
Outcome _____	Contacted by _____	

What is your SGA allocation for this academic year? _____

What is your current organizational income? _____

Have you received funding from any other Hofstra University offices during this academic year (if yes, please specify)? _____

Are you charging money for this event? _____ If yes, how much? _____

If you are charging, where is the money going?

_____ income _____ charity (list name of charity) _____

Please attach a document that provides a detailed overview of the event/initiative for which you are requesting funding. This should include the following information:

1. What is the purpose of this event?
2. Who is eligible to attend the event?
3. How does the event serve the Hofstra student community?
4. What is the budget for this event? *Please provide a breakdown of all costs and be as specific as possible.*
5. Any other supporting materials, as appropriate (flyers, brochures, etc.).

Please note that priority will be given to the following:

1. Events that introduce a new initiative or serve to enhance a current initiative.
2. Events that are open to/benefit all members of the Hofstra community (students, faculty, staff, administration, families).
3. Groups who have already taken initiative to seek funds from other sources (e.g., fundraising).
4. Groups who have not yet requested funds from the Dean of Students area this academic year.
5. Events that incorporate sustainable practices into their planning and implementation.
6. Proposals that are clearly written, detailed, and specific.

Request submission, review, and notification:

1. Please submit this form with all supporting materials attached to the Dean of Students Office, 243 Student Center.
2. Funding requests will be reviewed by a committee of representatives from the Dean of Students area each Wednesday.
3. Funding requests must be received by Friday by 5 p.m. in order to receive consideration for the following Wednesday.
4. The primary contact will be notified with an outcome via e-mail.

Follow-up

1. Groups receiving funding will be required to submit to the Dean of Students Office a short follow-up/evaluation form within ten business days of the conclusion of their event.
2. The allocated funds will be transferred into the club's account upon the receipt of this follow-up form.